

LAKEVIEW SECONDARY SCHOOL

STUDENT HANDBOOK



2011-2012

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**LAKEVIEW SECONDARY SCHOOL
Cottonwood, Minnesota**

Welcome to the 2011-2012 school year. This handbook has been revised, so it is important that students and parents take the time to read through the entire document. The Lakeview handbook is meant to provide you with information on student issues ranging from discipline to attendance. The goal is to prevent conflicts and help Lakeview run smoothly to ensure fair treatment of students and staff. Should you have any trouble interpreting the information provided, please stop by the secondary office for clarification. We hope you have a wonderful school year and look forward to helping you develop your skills.

Sincerely,

**Phil Lienemann, Lakeview K – 12 Principal
and the Lakeview Staff**



Lakeview Secondary School 2011-2012 School Calendar

August 16-18	Teacher Workshop Days
August 22	First Full Day of School
September 5	Labor Day – No School
September 16	Mid-Term (1 st Quarter)
September 21	Ineligibility Period Begins
October 19	End of 1 st Quarter (1:00 p.m. Dismissal)
October 20-21	Education Minnesota Conference – No School
October 24	First Day of 2 nd Quarter
October 26	Ineligibility Period Begins
October 27 & Nov. 3	K-12 Parent Teacher Conferences 4- 8 p.m.
November 22	Mid-Term (2 nd Quarter)
November 23-25	Thanksgiving Vacation
November 30	Ineligibility Period Begins
December 23	End of 2 nd Quarter
December 24 – January 3	Winter Break – No School
January 4	First Day of 3 rd Quarter (2 nd Semester)
January 5	Ineligibility Period Begins
January 16	No School – Teacher In-Service Consortium
February 3	Mid-Term (3 rd Quarter)
February 8	Ineligibility Period Begins
February 16 & 21	K-12 Parent Teacher Conferences 4-8 p.m.
February 17	Early Dismissal (1:00 p.m.) – Teacher In-Service
February 20	President’s Day – No School
March 9	End of 3 rd Quarter
March 12	No School – Teacher In-Service Consortium
March 13	First Day of 4 th Quarter
March 14	Ineligibility Period Begins
March 29	12:30 p.m. Dismissal (Band/Choir Competition)
April 5-9	Spring Break – No School
April 13	Mid-Term (4 th Quarter)
April 18	Ineligibility Period Begins
May 17	End of 4 th Quarter – Last Day of School
May 18	No School – Teacher In-Service
May 18	Graduation (Commencement) – 7:00 p.m.

This schedule is subject to change. Adverse weather conditions may alter vacation days. You will be notified of any change during the school year.

**STAFF DIRECTORY
2011-2012**

Board of Education

Chairman	Mrs. Nancy Bertrand
Vice-Chairman	Mr. Al Grube
Secretary	Mrs. Traci Sterner
Treasurer	Mrs. Cindy Anderson
Directors	Mr. Chad Johnson, Mr. Jason Louwagie, Mr. Ryan Arends

Administrative Staff

Superintendent	Mr. Chris Fenske
Pre-K-12 Principal	Mr. Phil Lienemann
Business Manager	Mrs. Diane Milbradt
Activities Director	Mr. Tom Yahnka
Tech Coordinator	Mr. Darren Fransen
Counselor	Mrs. Shelley Buntjer
Social Worker	Mrs. Krista Remiger
School Psychologist	Mrs. Cindy Manthey
School Nurse	Mrs. Jane Davidson
Superintendent's Secretary	Mrs. Darleen Cole
Secondary Secretary	Mrs. Kathy Devereaux

Music Department Faculty

Instrumental Music	Ms. Carmen Leger
Vocal Music	Mrs. Cheryl Jeska

Physical Education Faculty

Physical Education/Health	Ms. Renee Skogstad
Physical Education	Mrs. Stephanie Bot, Mr. Erik Lundberg

Special Education Faculty & Staff

Special Ed. Instructors	Mr. Lael Bahn, Mrs. Barb Berg, Mrs. Kim Maag
Special Ed. Aides	Mrs. Debra Swanson, Mr. Tom Yahnka, Mrs. Linda VanUden, Mrs. Karen Berg, Mrs. Stacie Lienemann

Secondary Faculty & Staff

Art Teacher	Mrs. Barbara Schueler
Business/Computer Education	Mrs. Karen Gustafson
ELL Teacher	
Language Arts Teachers	Ms. Laura Gibson Mrs. Stephanie Lundberg, Mrs. Josie Laleman
Industrial Technology	Mr. Dan Hoffman
Director of Literacy	Mrs. Allyson Pesek
Mathematics Teachers	Mr. Mitch Misialek, Mr. Chris Sieling, Mr. Dan Hoffman
Science Teachers	Mr. Jay Meiners, Mr. Ken Witt
Social Studies Teachers	Ms. Marcy Nuytten, Mr. Bill Palmer, Mr. Grant Will
Spanish Teacher	Mr. Phillip Lalim
Speech Clinician	Ms. Abby Mueller
Vocational Agriculture	Ms. Shelley Miller

Food Service

Head Cook	Mrs. Marilyn Jarcho
Cook	Mrs. Sharon Stevens, Mrs. Gabi Espinoza, Mrs. Vicki Seebeck,
Kitchen Staff	Mrs. Marietta Jarcho, Mrs. Ofelia Tarin, Mrs. Marlys Lund, Mrs. Dorothy Pottratz

Maintenance Staff

Head Custodian	Mr. Darrell Dirckx
Custodians	Ms. Teresa Olson, Mrs. Julie Eiler, Mr. Travis Olson

Groundskeeper

	Mr. Dennis Devereaux
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AREA LEARNING CENTER & OPEN ENROLLED STUDENTS

Lakeview is committed to meeting the needs of all students. However, there are times when an alternate setting is a better fit for the student's needs. Students who attend an area learning center (ALC) with the intent of graduating under Lakeview requirements may attend before and after school events as a Lakeview student. These events include prom, senior excursion, and other class related events. However, ALC students are not allowed to attend school hour activities such as lyceums, homecoming/snow week events, etc. Students who are open enrolled in another district are always welcome to return to Lakeview; however, during their time of open enrollment, they are considered visiting students and therefore are not allowed to attend special school events before and after school unless invited by a Lakeview student per Lakeview Policy.

ATTENDANCE POLICY

A. Philosophy

Learning is enhanced by regular attendance. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of students with the teacher and one another in the classroom and their participation enhances learning and enriches study in order to reach the goal of maximum educational benefits for each individual student; this regular contact and participation in developed instructional activities under the leadership of a competent teacher are vital to this purpose. This is a well-established principle of education which underlines and gives purpose to the requirements of compulsory education in Minnesota and every other state in the nation.

Absence from school can never really be made up. Success at school requires, like success at any job, promptness and dependability. Regular attendance at school is one of the most important items that will be recorded in your permanent record here at Lakeview School. It is checked by prospective employers and by schools to which you may be applying for admission. Attendance may be a deciding factor in securing a job you want, or in getting accepted at a school you want to attend.

B. Spin-Zone sponsored Attendance Awards

A local charitable organization, Spin-Zone, sponsors awards handed out at the end of the school year. As sponsor of these awards, the Spin-Zone founder is the creator and supporter of the guidelines delineated here. Although a student may have an excused absence for the school's purposes and records, the student may not be eligible for an attendance award as spelled out below.

Perfect Attendance

Students who attend school or school chaperoned activities (ex. field trips, school competitions, etc) from 8:15 to 3:15 every day school is in session will qualify for perfect attendance awards. Students who have excused or unexcused tardies or absences do not qualify for perfect attendance. If a student misses school for college visits, appointments, funerals, family work, or any other reasons, even if beyond the student's control he/she *will not* qualify for perfect attendance.

Superior Attendance

Students who miss two (2) or less days of attendance at school will qualify for superior attendance. Students who have unexcused tardies or absences will not qualify for attendance awards.

GENERAL STATEMENT OF POLICY

A. Responsibilities.

1. Student's Responsibility: It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, *it is the student's responsibility* to request any missed assignments due to an absence. Students should request work at the end of the class period, before school, or after school. The teacher's priority is the students who are present; student absences or requests for work should not interfere with classroom instruction.

2. Parent or Guardian's Responsibility: It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility: It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request at the end of the class period, before, or after school. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility: It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

5. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed the studies ordinarily required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Definitions

1. Absence: A student is "absent" if he or she misses more than *fifteen minutes* of any scheduled class.
2. Unexcused Absence: An absence is unexcused unless a written note stating a *valid reason* is provided to the building principal/building principal's secretary within two days of returning to school. For a list of approved absences, see page 9.
3. Tardy: A student is "tardy" if he or she enters class after the period was scheduled to begin and does not have a valid excuse or pass. See, also, Section VII, C, D below.

C. Consequences for unexcused absences and tardies

Presence and participation are directly related to academic performance and are essential components of a sound education. Tardiness and unexcused absence reflect, among other things, a lack of responsibility and a lack of academic effort on a student's behalf. Learning is inevitably lost when a student fails to fully attend class. Additionally, the learning environment for all students may be disrupted. Regular attendance not only provides the foundation for achieving success as a high school student, but also for achieving success as an adult in the working world. **The primary responsibility for assuring that each student fully attends classes and acquires the knowledge and skills necessary for effective citizenship rests with the individual student and his or her parent/guardian.**

1. Unexcused tardies will be considered a Level I offense and be subject to the disciplinary action outlined on page 13 of this hand book. Work is expected to be turned in by the deadline established for the students in attendance.
2. Unexcused absences will be considered a Level II offense and be subject to the disciplinary action on page 13 of this hand book. Work is expected to be turned in by the deadline established for the students in attendance.
3. Extra-curricular participation may be impacted by poor attendance. Repeated attendance violations will be discussed with coaches/advisors and may result in inability to participate in activities.
4. Minnesota Compulsory Attendance Law requires that truancy be reported to law enforcement authorities. (Minn. Stat. 8120.103, subd. 5)

Subd. 19. Habitual Truant. "Habitual truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or **for one or more class periods on seven school days** if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under section 120A.22, subdivision 8. Referral to county attorney will be made if habitual.

MAKE-UP POLICY

A. Excused Absences (unexpected) Students who miss class work (including assignments, labs, and exams) as a result of an unexpected excused absence will have an opportunity to make up the work. Students will receive credit for any work they make up. Failure to make up work will result in no credit being given for that work. Make up work is due to the instructor no later than two school days after the date of the absence. If the absence covers more than three consecutive days, the make up work is due to the instructor no later than five school days after the student returns to class. Exceptions to this rule may be granted if a student has missed more than ten consecutive school days because of an injury or illness or other condition beyond the student's control. Exceptions must be cleared by the teacher and/or Principal.

B. Excused Absences (expected) Students who miss class work (including assignments, labs, and exams) as a result of an expected excused absence are expected to collect work *prior* to being gone and make appropriate arrangements with instructors for deadlines. In the case of extracurricular activities, family trips, etc. it is reasonable to expect work to be turned in prior to the absence.

C. Unexcused Absences Students who miss class work (including class assignments, labs, and exams) will be expected to

complete the work and submit it by the class deadline.

CLASSIFICATION OF ABSENCES AND TARDIES

A. Excused Absences: With the exception of students who are emancipated from their parents, all students must provide the building principal with a note which is signed by the student's parent/guardian and which states a valid reason for the absence. An advanced parent phone call is appreciated, but it should be followed with a note as stated above. An emancipated student is one who does not live with and also is not economically dependent upon his or her parent, a guardian, a family member or other adult. An emancipated student must also provide the building principal with a note stating a valid reason for the absence but may sign the note himself or herself. **If a student fails to provide the principal with such a note before or upon the student's return to school or within the next two school days, the absence will be counted as unexcused.** An absence will be excused if the student provides a timely note which is signed by a parent/guardian and states that the absence is/was the result of one of the following conditions:

1. Illness, injury, or hospitalization of the student.
2. Disability of the student. If a student suffers from a permanent or temporary disability which prevents the student from regular attendance, verification from the student's physician specifying the nature of the disability and the anticipated duration of the disabling condition will be required once per school year. For each absence, the student's parent must provide the building principal with a signed note verifying the reason for the absence.
3. Medical, dental, and other professional appointments (not haircuts) which cannot be scheduled outside of school hours.
4. Family emergency, serious illness of family member, or death in the family.
5. Work at home. A student may be excused to work at home only when the student's assistance is essential to the family's welfare. **No more than two class periods in the same course will be allowed as excused absences for work during a quarter unless the building principal has a conference with the parent/guardian and determines that extra days are justified.**
6. Religious holidays or trips associated with a religious organization.
7. Attendance at a course of religious instruction for up to three hours each week as provided by Minn. Stat. 120.101, subd. 9(3). Before attending such a program, the parent/guardian must obtain permission from the School Board.
8. Mandatory court appearances.
9. Family trips taken with a parent if the principal, or principal's designee, has approved the trip or visit in advance. A maximum of five days in one quarter, not to exceed a total of ten days per school year, will be excused to permit a student to travel with a parent on a family trip. Parents are strongly encouraged to schedule such trips during school breaks and vacations. At the building principal's discretion, an absence for a family trip which exceeds five days may be counted as excused.
10. Compliance with any provision of a disabled student's Individual Education Program Plan or Section 504 Accommodation Plan.
11. Special education assessment performed by or at the direction of School District personnel.
12. Pre-approved testing, including college testing and military testing. Approval must be sought from the building principal at least twenty-four hours prior to the absence.
13. Any pre-approved absence which, in the principal's opinion, will provide educational value to the student including state fair trips, 4-H events, etc. Approval must be obtained from the building principal at least twenty-four hours prior to the absence.
14. Participation in a school-sponsored activity. Examples include, but are not limited to, absence from class in order to participate in a school-sponsored field trip, foreign exchange program, student council, Knowledge Bowl, athletic contest, fan bus for athletic contest, or school-sponsored music performance. **The student must have been in attendance for the three class periods preceding the school-sponsored event in order for participation to be considered to be excused.**
15. Work on an educational assignment or exam with another teacher in the building which spills over into another class period. In this instance, a note from the teacher rather than from the parent is required.
16. Visits to the principal's or assistant principal's office and scheduled visits to the office of the counselor or school social worker.
17. Suspensions. Absence from class as a result of an in-school or out-of-school suspension is counted as excused.
18. College visits must be approved in advance by the Guidance Counselor. Two college visits will be excused. Additional

college visits will need Principal approval.

B. Unexcused Absences. Any absence which is not excused under this policy will be counted as unexcused. Oversleeping, a malfunctioning alarm clock, power outage, prom related activities, missing the bus, shopping, visiting friends, appointment at a tanning booth, haircuts, slow restaurant service, work, etc. are not a basis for an excused absence.

C. Excused Tardies. If a student is tardy to class but has a written note from a teacher, counselor, nurse, school psychologist, or school administrator, the tardy will be excused. If a student arrives to school late and has a valid excuse signed by a parent, a school administrator will provide the student with a written note excusing the tardy. An excuse signed by a parent will be deemed valid if it states that the student's tardiness was caused by one or more of the conditions, listed above, which give rise to an excused absence.

D. Unexcused Tardies. Any tardy which is not excused under this policy will be considered unexcused.

E. False Excuses. Any student who submits a false excuse or forges the signature of a parent/guardian or school personnel will be subject to disciplinary action.

F. Excessive Absences. Students who have been absent on a total of 10 days (example: missing 3rd period 10 times) will receive a letter concerning attendance. After missing a class(es) on 14 days, students will be required to present a physician's note; no other absences will be excused. All other absences will be unexcused and count towards habitual truancy. School activities do not count in absence total.

G. Returning to Class. Upon entering the building after being tardy or absent, students must sign in and pick up a pass or admit slip from the Secondary Office before reporting to class.

H. Leaving the Building. Students must have prior permission to leave school. That permission is granted by the Principal, his/her secretary, or the Principal's designated representative. Students are not allowed to come to the office and just "sign out". Notes from home must be brought to the Principal's office before class in the morning or a phone conversation must take place with a parent/guardian before a student is allowed to leave the building. Leaving the building without permission will result in disciplinary action.

THE APPEAL PROCESS

A. Appeal to Building Principal

Within five school days after being informed that an absence or tardy will be counted as unexcused, or within five days after receiving notice of an unexcused absence or unexcused tardies pursuant to section IV of this policy, the student or the student's parent/guardian may make a written request to the building principal, or designee, to schedule a conference to contest, or appeal, the classification of the absence or tardies. The student and the parent/guardian may examine the student's attendance record prior to attending the conference. Individuals who may attend the conference include, but are not limited to, the student, the parent/guardian, the building principal or administrative designee, and the teacher for the class in which the student was counted as having an unexcused absence or unexcused tardies. At the conference, the student and parent/guardian will have the opportunity to present any information relevant to the absences or tardies in question, including any extenuating circumstances. The building principal or administrative designee will provide the student and parent/guardian with written notice of the appeal decision within five school days of the conference. In the event that written notice is not sent within this time period, the appeal to have the absence and/or tardies counted as excused will be deemed denied. If the principal has investigated the matter, this appeal process may be waived and appeal to the Superintendent may begin.

B. Appeal to Superintendent

A student or parent/guardian who is dissatisfied with the decision of the building principal or administrative designee may appeal the principal's decision to the Superintendent. The appeal must be made in writing within five school days of the principal's decision or, if the principal or administrative designee did not make a written decision, within ten school days of the conference with the principal or administrative designee. The written appeal to the Superintendent must state all facts upon which the appeal is based.

The Superintendent will make a final decision on whether the absence(s) and/or tardies will be counted as unexcused and, consequently, whether consequences will be enforced. The Superintendent's decision may be based upon all relevant evidence, including any written records pertaining to the student; any documents submitted by the student or the parent/guardian; discussions with the building principal or administrative designee, teachers, counselors, the parent/guardian, the student, and others. The Superintendent is not required to hold a conference with the student or the parent/guardian before issuing a decision on the appeal.

The Superintendent will make a decision in writing within five school days of receipt of the written appeal from the student or parent/guardian. In the event that the Superintendent fails to issue a written decision within this period, the appeal to have the absence(s) and/or tardies counted as excused will be deemed denied.

ACTIVITIES OR CLUBS

All students are encouraged to take part in as many extra-curricular activities as possible and are urged to participate in at least one activity outside the academic classroom.

Extra-curricular activities are provided to enrich the school academic program and fulfill the interests shown by the students. Participation in any activity is voluntary. The following activities are offered at Lakeview Secondary.

- | | | |
|-------------------------------|--------------------------------------|-----------------------------|
| 1. *Football 9-12 | 9. *Dance Line | 18. Art Club |
| 2. *Boys Basketball "A" 10-12 | 10. *Boys & Girls Cross Country 9-12 | 19. *Knowledge Bowl 9-12 |
| "B" 9-11 | 11. Yearbook | 20. *Volleyball 9-12 |
| 3. SADD | 12. *Speech | 21. *Track 9-12 |
| 4. *Girls Basketball "A" | 13. Softball | 22. *Cross Country 9-12 |
| "B" 9-11 | 14. *Vocal Music Concert Chorus | 23. Intramural Softball |
| 5. *Math League | Mixed Chorus 9-12 | 24. DestiNation ImagiNation |
| 6. *Mock Trial | 15. *Baseball | 25. Theatre Productions |
| 7. *Band-Concert Band 9-12 | 16. *Golf - Girls & Boys 9-12 | |
| 8. Student Council 9-12 | 17. *Future Farmers (FFA) | |

(* Indicates areas in which students may earn a letter or an award).

It is advised that managers and statisticians for fall and winter sports not be members of the band.

ADVISORY

Every junior high student will have a twenty-five minute advisory period on a daily basis; senior high students not in band will have a daily advisory period. Senior high students in band, but not in choir will have a time following band similar to advisory period. The purpose of advisory is to establish another time to connect with a faculty member regarding such items as course planning, homework completion, class meetings, or other educational topics. It is not a free-for-all, anything-goes break in the day. Prior to the school year, students are matched with a faculty advisor most suited to the upcoming year's needs. However, other teachers may communicate with students, requesting temporary advisory attendance for the reasons listed above. All reasonable requests from faculty advisors are to be honored or disciplinary consequences may be assigned.

ANNOUNCEMENTS

Each day the daily bulletin will be sent to each room electronically. This informs each of you of all the activities taking place that week. All students are responsible for all announcements listed on the TV Announcements, daily bulletin and by the intercom system. Students who want announcements to be made must submit them to the Principal for approval by 8:30 a.m. Any announcement submitted by a student must be signed by the advisor of the group he/she represents. School bulletin boards are meant for school related activities. All notices placed on the school bulletin boards must first be approved by the administration. Announcements will also be on the TV's in the Commons Area.

ACTIVITY FEES

Junior High Sports (Football \$50) (Non-Football \$40) Maximum of \$90

High School Sports (Football \$60) (Non-Football Sports \$50) Maximum of \$110

Students will be charged \$4.00 to attend each activity or \$40.00 for a season pass.

On August 16, 2004, the Lakeview School Board adopted a policy waiving participation fees for all Lakeview Students whose family qualifies for the Free or Reduced/Price School Meals Program. This pertains to the participation fees for all Lakeview Extra-Curricular Programs.

BOOKS - TEXTBOOKS OR LIBRARY BOOKS

Lakeview students are requested to treat all textbooks and library books with care! All books are to be placed neatly within lockers, are not to be kicked, dropped, thrown, written in, or marked. Should books be misused, destroyed, or lost, fines will be levied according to the following schedule.

Text Condition:	Fine:
New text ruined or unusable	\$50.00 or cost of replacement.
Bent covers/Loose bindings/	\$30.00 " "
Missing pages	\$15.00 - \$25.00
Minimal damage	\$5.00

Note: For other damage to school property refer to section on vandalism in the discipline policy.

BUILDING USE

School facilities are never to be used without permission from school authorities. Facilities are to be used only when school personnel are supervising the activity. This policy applies during vacations as well as over weekends. On school days students are not to be in the building prior to 8:00 a.m. or after 3:30 p.m. unless they have permission from a staff member or are

involved in a school sponsored activity. In the event of attendance at a school sponsored activity, if a student, as a spectator, leaves the building, they will not be allowed to reenter the contest.

CAFETERIA/COMMONS AREA

All students will receive an Application for Educational Benefits. For those who bring lunch from home, milk is available for sale. Our school has a **closed lunch period**. All students not having a home lunch permit are required to be in the cafeteria during their scheduled lunch period. Students must bring a deposit to put into their lunch account. At the end of each month, students are given a balance sheet showing beginning balance, daily amounts charged, and ending balance. **Students with a negative balance in their account will not be allowed to charge ala-carte or seconds.**

Please observe the following regulations during cafeteria use:

- A. All coats are to be left in the lockers.
- B. The line forms to the rear. If you must be with your friends, come with them or have them drop back in line with you.
- C. Appropriate behavior and proper table manners are expected.
- D. Do not litter in the cafeteria. Other students will have to eat in the same place where you have eaten. Leave your table clean!
- E. Return the plate, silverware, and milk container into the area designated for them. Don't throw the plate into the area provided, set it in the window carefully in a respectful manner.
- F. Put silverware in the tray provided.

CAREER COUNSELING

Any high school student interested in challenge classes, testing information, college information, financial aid etc. should check with the School Counselor or Principal. Additional information is available in the Career Center located in the Secondary Office.

CHEATING/PLAGARISM

Cheating or plagiarism is unacceptable at Lakeview. Consequences for cheating and/or plagiarizing include a "zero" on the assignment, loss of credit and possible additional consequences. In all cases parents will be notified.

CLOSED CAMPUS

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

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

CLASS DUES

Class Dues are used to support many activities throughout the school year including homecoming activities, dances, prom, and class trips. Failure of an individual to maintain current class dues will result in their exclusion of these events. The class treasurers are responsible for maintaining accurate records of dues paid.

CLASS OFFICERS

Each class elects its own president, vice president, treasurer and secretary. Students interested in becoming a student council representative need to fill out an application and selection is made by a Selection Committee. All class organization income must go into the central student activity fund at the main office. The Superintendent has jurisdiction over all money spent. No money of classes, organizations, or groups shall be kept in any other depository. Class treasurers are responsible for collecting class dues and should check their class balance with the District Office Secretary.

CONTROLLED MATERIALS

Our School District personnel may apply pest control materials inside or on school grounds as needed.

Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. Parents and students may request to receive, at their expense, prior notification of any application of a pest

control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

DATA PRIVACY

Notice is hereby given that Independent School District #2167 pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act, declares the following as “Directory information” as said Act, and that information related to students may be made public if said information is in any of the following categories:

- Student’s name, address, and telephone listing
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Grade levels completed
- The most recent previous educational agency or institution attended by a student
- Photos in the normal course of school activities and other similar information to include data recorded by cameras on school property, including school buses
- Date and place of birth
- Gender
- Dates of attendance
- Degrees & awards received

DESTRUCTION OF SCHOOL/PERSONAL PROPERTY OR THEFT OF SCHOOL/PERSONAL PROPERTY

If a student is found destroying or stealing any school or personal property at Lakeview School, that person must make financial remuneration and work restitution. The administration will determine if more disciplinary actions are necessary. Students will be held financially responsible for lost or damaged textbooks and equipment.

DISCIPLINE & BEHAVIOR EXPECTATIONS

Lakeview students are expected to treat people, property, and themselves with respect. Students and staff are encouraged to help those engaging in inappropriate behavior by identifying the disrespectful action(s) to the attention of the student acting inappropriately. If the student does not respond in an appropriate manner, the incident should be reported. Respectful behavior is necessary to maintain a productive learning environment. Expectations and consequences have been set forth governing the conduct of students while under school supervision have been instituted with the goal of providing a positive, safe, and caring learning environment. All Lakeview students and staff are expected to help promote this environment.

DISCIPLINARY CONSEQUENCES

A. Disciplinary consequences may include but is not limited to:

- Meeting with the teacher, counselor, or Principal
- Detention
- Loss of school privileges
- Parental conference with school staff
- Out of School Detention
- Modified school programs
- Removal from class
- Out of School Suspension
- Exclusion and Expulsion

B. Six levels of disciplinary action have been recommended by Lakeview staff, students and parents:

<p>Level 1 1st offense Written warning goes home requiring signature by parent and returned</p> <p>2nd offense Detention</p> <p>3rd offense Out of school detention</p>	<p>Level 3 1st offense Out of school detention</p> <p>2nd offense Out of school suspension (3 days)</p> <p>3rd offense Out of School Suspension (5 days)</p>	<p>Level 5 1st offense Out of School Suspension (5 days)</p> <p>2nd offense Expulsion</p>
<p>Level 2 1st offense Detention</p> <p>2nd offense Out of school detention</p> <p>3rd offense Out of school suspension (3 days)</p>	<p>Level 4 1st offense Out of school suspension (3 days)</p> <p>2nd offense Out of school Suspension (5 days)</p> <p>3rd offense Expulsion</p>	<p>Level 6 1st offense Expulsion</p> <p>If a student fails to complete assigned after school detention, out of school detention <u>may</u> be assigned for the following day.</p>

C. The behaviors in each Category are as follows:

<p>Level 1 Inappropriate language</p>	<p>Horse Play without anger</p> <p>Dress Code Violations</p> <p>Disruption to classroom</p>	<p>Loitering</p> <p>Cell phone +</p> <p>Hats/Headgear +</p>
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Public Displays of Affection
Unattended bags in hallway
Unexcused tardies per class
Illegal Parking
Removable Graffiti~

Possession of tobacco+**
Physical threat toward student
Accidental harm
Extinguisher use
Fireworks possession +
Harassment
Self defense
Possession of Ammo+
Petty theft (\$20 or less)

Weapons - class II +++
Terroristic threat**
Sexual violence**
Selling drugs/alcohol**
Arson**
Aggravated assault**
Bomb threats**
Explosives, possession, use of**
Stealing by force**

Level 2

Inappropriate language towards student
Verbal/Written/Electronic Abuse
Leaving building without permission
Insubordination
Food and beverage by computers +
Possession of Lighters +
Trespassing
Falsifying records/ID
Unauthorized entry in or use of
property
Snowball/water balloons
Unauthorized locations in/on school
grounds
Unexcused absences per class
Horse play causing property damage
Horse play causing *minor* injury
Dishonesty intended to mislead staff
Exhibition Driving
Leaving class without permission

Level 4

Reckless driving on grounds
Threats toward teacher/staff
Theft** (Greater than \$20)
Vandalism**
Alcohol/drug use**
Possession of alcohol**
False fire alarm**
Hazing
Use of flammables**
Use of fireworks**
Fighting/retaliation
Weapons – class I ++

*referral to anger management,
alcohol abuse as needed

**referral to law enforcement

+ Confiscation

_____restitution made

++Class I weapons – sharp objects
with blades less than 2.5 inches or
other objects unlikely to cause life-
threatening injuries.

+++Class II weapons – loaded guns,
guns accompanied by ammunition,
sharp objects with blades longer than
2.5 inches, or other weapons likely to
cause life-threatening injuries

Level 5

Possession of drugs**
Burglary**
Intentional Physical harm

Level 3

Disrespect towards teacher/staff
Threats toward student

Level 6

- C. The principal has discretion to adjust consequences depending on the results of the investigation.
- D. Unforeseen, inappropriate behaviors that arise will be placed in the appropriate level by the principal.
- E. Disciplinary action will be reported to the athletic director, coaches, and advisors. Repeated violations may result in suspension of participation.
- F. The fact that a student is in an extra curricular activity or is scheduled to work does not excuse him or her from staying after school.

Removal from Class:

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the Principal or his lawful designee. Students shall be removed from class only upon agreement of the appropriate teacher and Principal after an informal administrative conference with the pupil. The decision as to removal shall ultimately be up to the Principal. The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the Principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including, but not limited to, the completion of any make-up work. A parent – teacher conference will be held if a student is removed from the same class 3 times. At the conference, a behavior contract will be signed.

Suspension, exclusion, and expulsion shall be utilized in accord with the Pupil Fair Dismissal Act of 1974 as amended. (see Appendix A)

DRIVING AND PARKING CARS AND MOTORIZED VEHICLES – Students and staff must register vehicles in the Secondary Office.

Students who drive to school are asked to cooperate with the school by keeping their cars and motorized vehicles parked. Under no circumstances are students to use cars or motorized vehicles during the day without permission from the Principal or his designee. Any student(s) reported in violation of this policy will serve detention and lose privileges for a period of time. Student vehicles are to be parked in the main parking lot, in front of the building, within a lined parking spot, and in legal parking only. Parking in the fire lane, visitor, handicapped, or other inappropriate spots will result in consequences.

ELIGIBILITY FOR ACTIVITIES

All school activities, other than academic activities, operate under the code established by the Minnesota State High School League and rules established by the Lakeview School Board and School Administration. Examples of other than academic activities include: Enrichment Programs, Destination Imagination, Knowledge Bowl, Spelling Bee, Geography Bee, Art, Music Festival, and other special events.

A. Academic Eligibility

1. Athletes must maintain academic eligibility to compete in interscholastic events.
2. Failing Grades: A student who has one or more failing grades on the midterm or quarter report is ineligible for interscholastic competition for two* events. The two event ineligibility will begin on the Wednesday the reports are printed (see calendar at the beginning of the student handbook). After two events, if student progress is satisfactory in the class, eligibility will be restored. If not, the student shall remain ineligible.
3. Incomplete Grades: A student who has one or more Incompletes on the midterm or quarter report is ineligible for interscholastic events until all Incompletes are amended. If the incomplete becomes a failing grade, procedures for eligibility will follow item #2 above.
4. Restoring Eligibility. A student is responsible for picking up an eligibility form from the office, coach, or teacher and returning the completed form to the coach or advisor. The teacher will sign off to confirm satisfactory progress; when teachers issuing failing or incomplete grades have signed off, eligibility is restored.
5. Carry Over. Ineligibilities shall carry over from the previous year (4th quarter marking period).
6. Students who participate in only Category II activities shall be passing at the time of tryouts, or in the case of music, at the beginning of the grading period. The students may not lose their eligibility in local music events such as holiday and mid-winter/spring concerts, but will lose eligibility for MSHSL sub-section, section, and state level music events. Students shall not lose eligibility in major drama performances provided they were eligible at the beginning of tryouts or the beginning of the quarter. Category II activities are defined as non-athletic activities.

* If more than one event, as in a tournament or festival, falls on the same day, the student shall be ineligible for the entire day.

B. Chemical Eligibility

The suspensions listed apply to alcohol, tobacco and controlled substances. For example, the first violation could be tobacco and the second an alcohol violation. All violations will be enforced on the basis of public performances. Possession of alcohol or tobacco will constitute a violation of this rule. Penalties shall be cumulative beginning with and running throughout the student's participation in activities in grades 9-12. School rules apply during the school year and before school starts at the same time as athletic practice starts. Eligibility is determined on a calendar basis. This means the rules apply all year long including summer vacation.

POLICY ON STUDENT DRUG AND ALCOHOL OFFENSES

No students shall distribute, possess, use, or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating-liquor or unlawfully manufacture, distribute, dispense, possess or use, or be under the influence of any narcotic drug, tobacco, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1200.15, before, during or after school hours, at school or in any other school district location as defined below.

"School district location" means in any school building or on any school premises; on any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

A student who violates the terms of this policy will be subject to disciplinary action in accordance with the school district's discipline policy and may be suspended or expelled from school.

Category I	Category I	Category II	Category II
Volleyball	Softball	Instrumental Music	Student Council
Football	Cross Country	Vocal Music	DestiNation ImagiNation
Dance Line		FFA	Math League
Track		Knowledge Bowl	Mock Trial
Basketball		Speech	Intramural softball
Golf		Theatre Productions	Art Club
Baseball		Class Officers	SADD
		One-Act Play	

Category I

A. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next four (4) consecutive interscholastic events or three weeks (21 calendar days), whichever is greater, of a season in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

B. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events or three weeks (21 calendar days), whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

C. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events in which the student is a participant or four weeks (28 calendar days), whichever is greater. If, after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks (42 calendar days). Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

D. Penalties will be accumulative beginning with and continuing throughout the student's participation in a League activity and continuing through the student's high school career.

E. Denial Disqualification. A student shall be disqualified from all inter-scholastic athletics for nine weeks (63 calendar days) beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation. As per MSHSL Bylaw 304.

F. A student participating in Category I and Category II activities shall serve consequences in both categories.

G. Any student who is placed on suspension for a rule violation during an activity will not be allowed to go out for another activity after that activity's season has started. The participant must wait until the start of a new activity.

Category II

A. First Violation: After confirmation of the first violation, the student shall lose eligibility for three weeks (21 calendar days) or two public performances of an activity in which the student is a participant, whichever is greater (concerts, judging contests, district meetings, etc. are considered public performances).

B. Second Violation: After confirmation of the second violation, the student shall lose eligibility for three weeks (21 calendar days) or four public performances of an activity in which the student is a participant (concerts, judging contests, district meeting, etc. are considered public performances).

C. Third Violation: After confirmation of the third violation, the student shall lose eligibility for four weeks (28 calendar days) or six public performances of an activity in which the student is a participant (concerts, judging contests, district meetings, etc. are considered public performances). If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks (42 calendar days) after entering program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

D. Penalties will be accumulative beginning with and continuing throughout the student's participation in a League activity and continuing through the student's high school career.

E. Denial Disqualification. A student shall be disqualified from all inter-scholastic athletics for nine weeks (63 calendar days) beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation. As per MSHSL Bylaw 304.

F. A student participating in Category I and Category II activities shall serve consequences in both categories.

G. Any student who is placed on suspension for a rule violation during an activity will not be allowed to go out for another activity after that activity's season has started. The participant must wait until the start of a new activity.

EMERGENCY DRILLS

The purpose of all emergency drills is to teach self-control in a crisis so that a panic does not occur. Parents should discuss the importance of drills with students and stress that they should be taken seriously.

A. Fire Drill

The purpose is to get all students out of the building in an orderly fashion. Students should keep in line and follow their teacher. **DO NOT RUN!** Do not try to take coats, books, or materials with you. Further instructions will be given by your teachers and should be followed carefully. Fire drills will be held periodically without advance notice. All rooms have rules posted with instructions concerning fire exits.

B. Lock Down Drill

A school lock down would occur when there is an intruder in the building, community emergency, or any other time administration feels it is necessary to keep students in their classrooms to ensure their safety. During a drill, students and/or staff in hallways enter the closest classroom, classroom doors are locked, and students move quickly and quietly to a corner of the room out of the vision line of the hallway and wait for further instructions.

C. Secure Building Drill

A secure building would occur when there is the possibility of an external threat outside the school building. During a drill, students and staff are to close blinds and move from class to class only upon the approval of administration.

D. Tornado Drill

In the event of a tornado students will be directed to the interior areas of the building. Teachers are to escort their students quickly and calmly to the directed area, sit down quietly and wait for further instructions.

FOOD AND DRINK

Beverages and food items are only permitted in the commons area. Eating and drinking is not permitted in any other areas of the school building. If food and beverages are part of the curriculum or occasionally allowed by teachers, arrangements must be made by the teacher and proper cleanup must occur after the event.

GRADUATION REQUIREMENTS

- A. Minimum Courses: Every student in grades 9 through 12 must take 6 classes each semester. Band and/or chorus will count as a class. Band/choir students will each receive $\frac{1}{4}$ credit per semester for a total of $\frac{1}{2}$ credit for the year. Any exceptions must be cleared by the Secondary Principal.
- B. Requirement: In grades 9, 10, 11, 12 students must earn the following credits to qualify for graduation unless an IEP (Individual Education Plan) has been written with alternative instructional requirements. ***To graduate from Lakeview High School students must have 24 credits to receive a diploma from Lakeview High School.***
- C. Course Credits: ***Each required and elective semester course earns 1/2 credit with the exception of a sixth or seventh class where a student serves as a teacher's aid will receive $\frac{1}{4}$ credit per semester.***
- D. Course and Credit Requirements: To graduate, students must meet the following minimum requirements: Twenty-four (24) total credits, of which you must have:
- 4 credits in English
 - 4 credits in Social Studies
 - 3 credits in Science
 - 3 credits in Math
 - 1 credit in the Arts
 - $\frac{1}{2}$ credit in Physical Education
 - $\frac{1}{2}$ credit in Health
 - 1 credit in Computer Science/Technology
 - The remaining credits are electives from the following areas: Business, Arts and performing arts, Industrial Technology, Science, Mathematics, Social Studies, Agriculture, Arts, Music, Computer, Spanish and ITV Classes
- E. All students who graduate from Lakeview High School will have to pass the Minnesota Basic Graduation Standards or MCA II tests in Mathematics, Reading, and Written Composition and the required credits as listed above as adopted by the Lakeview School District. Information regarding graduation requirements will be distributed to students each year and can be periodically checked with their advisor or the secondary principal. Seniors who graduate with a cumulative GPA of 3.700 and above will receive recognition for graduating with high academic honors. Seniors graduating with a cumulative GPA of 3.330 and above receive recognition for graduating with academic honors.
- F. Graduation Ceremony Participation:
Participation in a graduation ceremony is a privilege and not a right. In order to be eligible to participate in the Lakeview High School graduation ceremony, students must have earned at least twenty-three (23) of the twenty-four (24) total credits required for graduation. Students who are eligible to participate in commencement but who have not fulfilled all of the graduation requirements shall not receive their diplomas until they have earned twenty-four (24) credits. Additionally, in order to participate in the graduation ceremony, a student must attend the last semester of their senior year on campus at

Lakeview. Extenuating circumstances, such as PSEO enrollment or a late move into the district, etc., are at the discretion of the principal. Valedictorian and Salutatorian student speakers will be identified at the end of the third quarter.

HALLWAYS

Hallways are to be kept clear of pack packs, book bags, athletic bags, and other items. These items are to be placed in lockers. If the bag does not fit it, contents should be emptied and transferred to your locker so that the bag may then be placed in your locker as well. Items found in the hallway will be confiscated. Repeated violations will result in disciplinary action.

HEALTH OFFICE

The Minnesota Department of Health has requested that schools monitor certain illnesses and diseases. These include the following:

The Health Office is required to monitor Influenza Like Illnesses (ILI). When a parent calls in for a student absence due to illness, the school will ask these two questions: 1. Does the child have a fever? and 2. If the child does have a fever, is there also a cough or sore throat present? The responses to these two questions are critical to the monitoring of ILI in the school system.

Additionally, the Health Office is required to report any of the following diseases to the Minnesota Department of Health: student or employee diagnoses of Chicken Pox, Pertussis, Whooping Cough, Measles, Mumps or Rubella. The school is also to report any student who is diagnosed with Shingles. You may contact the Health Office with this information by phone or by e-mail. It will be kept confidential and protected by HIPPA, though it will be reported to the Minnesota Department of Health as required.

Please contact the School Nurse if you have any questions or concerns about your student's health as well as what information you would like communicated to their teachers.

INSURANCE

The school district does not provide any type of health or accident insurance for injuries incurred by your child at school. We have made arrangements for voluntary coverage with Student Assurance Services, Inc. Stillwater, Minnesota for coverage that is underwritten by Security Life Insurance Company of America. The premium for this coverage for both the athletics and school coverage is payable by the parent. An information letter will be sent home at the beginning of the year and enrollments forms are available at the school. Athletic team members will be required to enroll in this program of sign a waiver form provided to them prior to the athletic season.

INTERNET POLICY

Lakeview School recognizes that electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards and other resources. It is the student's responsibility to use the internet appropriately. Each student must have an "Acceptable Use" form completed and on file each year. Failure to follow the rules listed on the "Acceptable Use" will result in restriction and/or suspension of lab privileges and may involve further consequences. Please refer to Lakeview School's Acceptable Use Policy for specific information.

LETTER AND LYRE AWARDS

General rules governing the awarding of letters and music lyres to student of Lakeview Secondary School are:

1. A first year letter or music lyre winner must be in the ninth grade or above.
2. One six-inch letter or lyre is given to a student during the school year in which he achieves his first letter.
3. All students in grades 9-12 may earn an academic letter by maintaining at least a 3.66 grade point average during the year.
4. A senior award certificate is given to the student in his/her senior year listing the activities the student has participated in throughout his or her high school career.
5. The advisor of each organization reserves the right to final approval of a student from receiving a letter for actions objectionable to the standards of organizations and the school.
6. Each organization or department will use its own adopted style of letter or emblem the letter will distinguish it from other organization awards.
7. The specific requirements for earning a letter in each department can be obtained from the Principal/Athletic Director or the advisor in charge of the activity.

LIBRARY/MEDIA CENTER

The library is to be used for research, assigned reading, recreational reading or academically related assignments. In addition, the library may be used by students earning privileges during their free periods. Books must be checked out before being taken from the library. If books are not returned on time and in good condition, fines will be levied according to library policy. Students who receive failing grades on their report cards will not be allowed to use the library for recreational purposes. They may work on special research assignments with permission from the Principal or from the teacher who has given them the assignment.

LOCKERS

Lockers assigned to students are the property of the school. Any locker is subject to periodic inspection for cleanliness and may be entered by the principal or his designated representative at any time should it be suspected of containing alcohol, tobacco, narcotics, explosives or other items unlawfully obtained or considered potentially harmful to others or to the school building. Lockers may also be entered by the administration to recover property or to prevent disruption to the educational process. Lockers must be kept tidy at all times. Only school spirit promotion/ recognition memorabilia may be placed on the outside of lockers. Students are expected to use their assigned locker for the entire year. Changing locker assignments may result in consequences.

LOST AND FOUND

Students and staff are responsible for the security of their personal and assigned school items. All lost and found articles are to be turned in or claimed at the Principal's office. Reports of lost articles should be made as soon as possible. **Students are encouraged to lock their lockers in the Physical Education locker rooms.** The school is not responsible for the loss or theft of personal articles.

LUNCH PROGRAM

All students may have their noon meal at school. Each student will have a lunch account with an ID# which will be posted in the main office and cafeteria the first few days of school. Money should be turned in at the Elementary or Secondary office to put in your "lunch account". Ala-carte items will be available for students at lunch and in the morning between 7:50-8:10 a.m. and at lunch time. To check on your lunch account balance check at the superintendent's office. The weekly lunch menu will be published in the Tri-County News, on Cable Channel 8, and on the school website: lakeview2167.com.

A. Lunch payment policy: After a student has a negative balance in their account equaling 7 meals, the student will not be allowed to receive any hot lunch until the account is paid. If a student has a delinquent account at the 7-meal limit, they will be allowed to eat a hot lunch if they pay cash on a daily basis.

MARKING SYSTEM AND HONOR ROLL

The grading system is as follows:

A 4.000 (96-100)	B- 2.666 (87-88)	D+ 1.333 (78-79)	<u>Pass/Fail in the case of some special education classes.</u>
A- 3.666 (94-95)	C+ 2.333 (85-86)	D 1.000 (72-77)	
B+ 3.333 (92-93)	C 2.000 (82-84)	D- 0.666 (70-71)	
B 3.000 (89-91)	C- 1.666 (80-81)	F 0.000 (0-69)	

HONOR ROLL: To be on the Honor Roll grades in academic classes must average 3.000 or better for the "B" Honor Roll (with no grade below a C-) or 3.666 or better for the "A" Honor Roll (with no grade below a B-). No person will be considered for the Honor Roll who has a "D" in any class. Classes that normally meet five times per week will be considered for the Honor Roll.

INCOMPLETE ASSIGNMENTS: Incomplete assignments are the responsibility of the student. Every effort must be made to finish incompletes before report cards are sent out. Incomplete assignments which have not been completed will be accessed as a zero, one week after the end of the grading period. Exceptions must make arrangements through the teacher and the Principal's office.

MEDICATION

Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer medication at school. If your doctor recommends giving a medication at 8:00 a.m., 12:00, 4:00 p.m. and 8:00 p.m., ask him/her if the hours could be changed slightly to accommodate school hours. In many cases this is possible. However, there are cases when a student's health could be compromised by not getting medication at school. In those cases, prescription medication will be administered by school personnel, only with written instructions from the doctor and school nurse that this medication must be administered during school hours. The medication must be in a container labeled by the pharmacy or physician stating the child's name, the medication, the dosage and the physician's name. We also require that the medication be brought to school by a responsible adult. Students involved in self-medication must report this to the teacher, principal, or school nurse in order to make arrangements for storing the medication in a safe place. A parent's request must also accompany

medication which will be self-administered. The school office will not furnish aspirin or Tylenol to students.

A. Student possession and use of asthma inhalers

In 1988, the legislature enacted a law that governed administration of drugs and medicines to students at school. Minn. Stat. 121A.22. This law required school boards to develop procedures for the administration of medication at schools which complied with the statute.

The 2001 Legislature amended the statute by adding prescription asthma inhalers to the list of drugs and medicines excluded from the statutory requirements.

B. Lakeview School District has adopted a Medication Policy, which among other things requires: “All medication except asthma inhalers approved by the school nurse, must be kept in the office.” The School District will develop a procedure for the school nurse to approve a student having an asthma inhaler at school. Lakeview Schools will arrange to have a school nurse or other appropriate individuals assess the student’s knowledge and skills to safely use an asthma inhaler at school and enter into the student’s record a plan to implement safe possession and use of the inhaler.

C. The health office hours are from 9:30 to 1:30, Monday through Friday, and can be reached at extension 1113 or the e-mail healthoffice@lakeview2167.com.

NATIONAL HONOR SOCIETY

Students are eligible to apply for acceptance to Lakeview Junior High and High School Honor Society if they have a cumulative GPA of 3.5 and are a 7th or 8th grader, or a sophomore, junior or senior. Students who meet the initial academic criteria of induction into the honor society will receive a letter inviting them to submit additional information if they wish to be considered for induction. If interested, the student may provide information explaining their qualities of leadership, service, and character. Those completing the information sheets will be screened by a faculty council of at least three secondary instructors, and the selection process will be completed. Individual students and their parents will be invited to a spring banquet for the induction ceremony. More information regarding this selection process may be gathered from the NHS/NJHS faculty advisor or the principal. Current NHS and NJHS membership rosters will be posted in the commons at the start of the school year.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held twice a year so teachers can confer with parents. Each conference gives parents an excellent opportunity to discuss with their child’s teacher his/her physical, emotional, social and educational needs and concerns. Conference dates will be determined by the master calendar.

PARTIES AND SOCIAL FUNCTIONS

All class social events must be cleared through the class advisors and be approved by the administration. There are to be no school sponsored events (dances) during the week. All secondary school social events will end by 12:00 a.m.

PASSES

Students are not allowed in the corridors unless they have a properly signed building pass. The building pass is to be used by all students leaving classes or study halls for other parts of the building. You should fill out the pass completely and ask the teacher in charge to sign it. Out-of-the-building passes will only be issued out of the Principal’s office. Both the Principal’s Office and parent/guardian must grant permission before a student may leave the building.

PEP FESTS

- A. Academic: One time during the school year, the faculty will host an academic pep fest. The purpose of this pep fest is to recognize the previous year’s academic successes of the students as well as those competitive activities that are not in the realm of athletic competitions. Additionally, the pep fest will serve as an encouraging event for students to do their best in any upcoming testing sessions.
- B. Athletic: During an athletic season, athletic pep fests may take place during the designated dress up week, homecoming or snow week, for all athletic contests during that week. Additionally, one athletic pep fest may take place during an athletic team’s playoff run. Suggestions for the placement of this athletic pep fest include in preparation of a subsection, section, or state playoff game and will be discussed and approved by the Activities Director and building principal.

PICTURES

Individual student and group classroom pictures are taken during the year. Information will be sent to you before each picture day.

PLAYS

An All-School Play and one-act plays will be presented each year. The play is selected by the director and the cast is selected from the student body through tryouts.

PLEDGE OF ALLEGIANCE

Students in the Lakeview School District shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher or teacher's surrogate. Students will be instructed in the proper etiquette toward, correct display of, and respect to the flag and patriotic exercises. Exceptions: Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge.

POST SECONDARY ENROLLMENT OPTION (PSEO)

Any junior or senior high school student interested in the Post Secondary Enrollment Options program should check with the School Counselor for further information. You must be sure you will have adequate credits for high school graduation. Also you must seek approval for PSEO classes from the school counselor two weeks prior to the start of the high school semester. Additionally, if a class is offered in house, students are expected to take the class through this opportunity. If you are involved in this program and do not continue it, you will not be readmitted to classes prior to the beginning of the semester for semester classes, or the beginning of the next school year for year long classes. Students must carry a minimum of 12 college credits while attending PSEO full time. PSEO students are encouraged to seek assistance from the teachers they know in-house. However, such assistance should not disrupt a regularly scheduled class or unduly inconvenience the in-house instructors.

PROM

The junior/senior prom is held in the spring of the year. Lakeview students and Lakeview ALC students are allowed to attend the prom and post-prom parties if they are in their junior or senior year of school. Prom dates of Lakeview students need to be at least a sophomore. Freshmen are not allowed to attend prom as someone's date. Prom dates also need to be 19 years of age or younger to attend the Lakeview prom.

PROMOTIONS AND RETENTIONS

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

B. Junior High - Grades 7 & 8

The Lakeview staff provides educational support for all students and is willing to help struggling students meet course expectations. Students in grades 7 and 8 are expected to pass all classes. Students who do not pass core curriculum classes for the year will be required to either attend summer school or repeat the course during the next school year. Parents will be notified on student progress throughout the year via mid-term and quarter grades. Additionally teachers are encouraged to communicate with parents regarding progress of struggling students. Notification of potential for year long failure will be sent out shortly after mid-term of the 4th quarter.

B. Senior High – Grades 9-12

Promotions shall be made by credits in grades 9-12. A pupil shall not be classified for any year in the senior high school until he has satisfactorily completed the major part of the work in all the subjects required during the preceding year. Status will be granted as follows:

Sophomore – students who earned at least 6 credits as a freshman

Junior – students who earned at least 12 credits in Grades 9-10

Senior – students who earned at least 18 credits in Grades 9-11

To graduate from high school a student shall have a minimum of 24 credits earned in the grades 9-12 of the public school course and shall consist of required and elective subjects as outlined by the State Department of Education and the Lakeview School District.

It shall be the policy of the Board that a diploma be granted only when a pupil who has completed all requirements for graduation from high school.

REPORT CARDS

Report cards will be given to students or mailed home after each grading period ends. If you do not receive a report card, check with the Principal to determine the reason. Your report card is a direct reflection of your academic achievements. You will be rewarded in the form of a grade for the amount of work you completed for that particular grading period.

SCHEDULE CHANGES

Lakeview Public Schools strives to provide each student with a schedule meeting graduation requirements and the student's

interests. Due to the work of the guidance counselor in the spring of the year, few schedule changes should be necessary once the semester has begun. However, with extenuating circumstances, a student will have the first five days to change their schedule. The change must be signed by the teachers the change will affect and the guidance counselor. A form for such a change will be available in the counselor's office.

SCHOOL CLOSINGS

When school is called off due to inclement weather, an announcement will be made over the Marshall radio stations, KMHL (1400 AM), KKCK (99.7 FM), KARZ (107.5 FM), KLGR, Redwood Falls (1490 AM), and WCCO (830 AM).

SCHOOL HOURS

Secondary students should not be in the building prior to 8:00 a.m. unless they have made prior arrangements to meet with a staff member. School will start promptly at 8:15 a.m. Dismissal time will be at 3:15 p.m. All students should leave the school building and grounds by 3:30 p.m. unless participating in an activity, have a permission slip from a staff member and are under the supervision of that staff member, or are serving detention.

STATE TOURNAMENT

Students will be allowed to attend State Tournaments providing the following provisions are met:

1. A request to the Principal from the parent stating the chaperone.
2. The student must be passing in all academic subjects. (Permit Form for Out of School Events)
3. The conduct of the student in school must be satisfactory.
4. All make-up work must be made up prior to being excused.
5. Adult chaperones agree to supervise the students on the way to, at the tournament, and on the way home. Chaperones are expected to attend the games with the students. One of the chaperones should be a parent.
6. Final approval must be secured from the High School Principal or the Superintendent prior to the hour of departure. Failure to abide by the above regulations may result in an unexcused absence.

STUDENT COUNCIL

Students in the classes apply to become members of the student council who will meet with their Advisor monthly. Student council members will be selected from the Junior High grades and the High School grades. They act on all ideas and suggestions from the student body and they try to promote better understanding between the faculty and students. The Student Council President may call a meeting with the approval of the Principal.

STUDENT DRESS

Lakeview High School students have succeeded in establishing a good sensible standard of dress. Neatness and cleanliness are important factors in your manner of dress. ***It is expected that students will come to school dressed in ways that are conducive to quality work and positive image.*** Students are to dress in a way that is respectable to themselves and others. Specifically:

1. No T-shirts with alcoholic beverages, drugs, or tobacco advertisements, inappropriate saying will be allowed. Staff and school administration will be the judge of what is acceptable.
2. No T-shirts containing derogatory statements, sexual innuendoes, etc. will be allowed. Staff and school administration will be the judge of what is acceptable.
3. No hats or hoods will be allowed to be worn in the school building during school hours. Hats should be placed in lockers upon entering the building. Hats are allowed during dress up weeks if they apply to the specific day's theme. Ex. Baseball caps on pirate day only apply if they represent the Pittsburg major league baseball club or the like. Staff and administration will determine applicability in such cases.
4. No bandanas or sunglasses will be allowed to be worn in the school building during school hours.
5. The inseam of shorts must be at least 6 inches.
6. Skirts/Dresses must come within 4 inches (or closer) of the knee.
7. Undergarments should not be visible.
8. Shoulder straps need to be at least 1 inch in width
9. Shoes or sandals need to be worn in the building.

Proper and appropriate dress not clarified in 1-7 will be at the discretion of the administration. Students not adhering to the dress code will be asked to change and will be subject to consequences.

STUDENT RECORDS

Including grades, student records may also contain notes on conduct, attendance records, standardized test results, medical reports, general family data, date of birth, etc. A student's records are open to parents or guardians and the student, subject to proper request procedures. Students and parents who wish to review a student's file may do so by submitting such requests to the superintendent of principal in writing. Access to the files will be granted within twenty-four hours of the written request during normal business hours. Copies of information may be requested in the same manner with duplicating costs paid by the student or parent.

STUDY HALLS

Students are encouraged to register for a full schedule of classes. However, the district recognizes there are times when a student may need study time during the day. Students who demonstrate a need for a study hall are expected to use this time for preparing for tests and completing homework. Running errands, loitering in the halls, playing games, making phone calls, and visiting with friends is not an appropriate use of study hall time. Students misusing study hall time may not be granted study halls in future schedules, additionally the student may be restricted to the study hall if they are found to be abusing hall passing time.

SUPERVISED AREAS

It is general policy that students will be under supervision of a staff person while in school. Certain areas such as the gym, weight room, science labs, computer labs, industrial education labs, art room, etc. are considered to be hazardous areas without proper supervision and/or eye wear. Students are forbidden to be in those areas without teacher supervision both during the normal day and after school hours. Students who refuse to follow reasonable safety rules of the classroom may be subject to suspension and/or expulsion proceedings from the class.

TELEPHONE USE

Students will not be called to the telephone except in an emergency. Either the message will be taken for the student, or the student will have a chance to call the number; from the school office, between classes, during lunch, or after school. Please explain this to your parents to save themselves time and difficulty if they try to reach you by telephone. Cellular phones will not be allowed to be used during school hours. If cell phones are seen or heard during school hours, they will be taken away and consequences enforced. During their lunch period, students may use their cell phones in the Commons Area. Parents, please do not try to contact your child via cell phone unless it is during their lunch period; otherwise, disciplinary consequences will accrue. Should you need to contact your child during the day, please call the Secondary Office.

TESTING

Students in grades 9-12 are required to take several tests to graduate from Lakeview High School. In the spring, students are required to take state mandated tests. Lakeview district also administers NWEA MAP test in fall and spring. Several other tests are given to help students make career choices. They include CPS (Career Planning Survey), PLAN (a pre-ACT Test), ASVAB (Armed Services Vocational Aptitude Battery), PSAT/NMSQT (test to determine if students qualify as a National Merit Scholar), ACT-American College Test (entrance examination for college admission).

TRANSPORTATION PROCEDURES AND RULES

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

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

Consequences for school bus/bus stop misconduct will be imposed by the school district's Contracted Transportation Manager under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the Principal. Serious misconduct may be reported to local law enforcement.

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

Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.

- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

Consequences

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

Class I offenses:

- Spitting
- Excessive Noise
- Horseplay/mischief/distracting behavior
- Eating/Drinking/Littering on the bus
- Leaving Seat/Standing without permission from driver
- Use of liquid containers in any form
- Profanity, Verbal Abuse, Harassment, Obscene gestures, or possession of unacceptable material
- False Identification/Refusal to identify oneself
- Riding unassigned bus
- Opening window past the safety line
- Riding or attempting to ride any bus during a bus suspension
- Disobedient to the driver/para
- Inappropriate Cell Phone Use
- Other offenses as reported by driver, bus manager, or principal

Class II Offenses:

- Hanging out of window
- Throwing/shooting of any object
- Bullying and/or physical aggression against any person
- Profanity/threats directed at driver/para
- Vandalism to bus (restitution will be made)
- Holding onto/or attempting to hold onto any portion of the exterior of the bus or any “Danger Zone” infringement
- Lighting of matches, lighters, or any flammable object or substance
- Unauthorized entering or leaving bus through exit/tampering with bus
- Possession or threat of weapons/flammables
- Possession/use of laser pens or pointers
- Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttle) will carry a minimum of a penalty of a Class II first offense
- Other offenses as reported by driver, bus manager, or principal

Consequence Summary (Bus Driver has the authority to assign seats at any time)

Class I:

1st offense

Warning

2nd offense:

1-2 day suspension from riding the bus

3rd offense:

3-5 day minimum suspension from riding the bus

Parent/ Driver/ Principal Meeting-Optional

4th offense:

6-10 day minimum suspension from riding the bus

Parent/Driver/Principal Meeting Required before riding resumes

5th offense:

Loss of bus service

Class II:

1st offense:

3 day suspension from riding the bus

2nd offense:

4-6 day minimum suspension from riding the bus

Parent/Driver/Principal Meeting – Optional

3rd offense:

10 day minimum suspension from riding the bus

Parent/Driver/Principal Meeting Required before riding resumes

4th offense:

Loss of bus service

The bus and bus stop are extensions of the school day. The bus driver has the authority to assign seats. The harassment policy, the weapons policy, and bullying policy of District #2167 will be strictly enforced on the school bus.

Travel

Student travel including field trips, special extra-curricular events (i.e. attending state competitions as spectators), class trips, incentive trips, etc. are an important component of a student's education. Travel provides a different educational setting which reinforces the information taught within the school walls. Additionally, life lessons such as cultural awareness, responsibility, budgeting, planning, and decision making are all part of a travel experience. Even though travel is viewed as important it also carries increased risk. Therefore, the district reserves the right to deny travel privileges of any kind if a student is in poor disciplinary standing with the district. Disciplinary standing will be determined by the principal using the following guidelines: 2 or more detentions within 9 weeks of the outing, in-school suspension within 9 weeks of the outing, or out-of-school suspension within 18 weeks of the outing. Extended travel requiring overnight stays carry additional risk; therefore the guideline is no behavior requiring any disciplinary action within 18 weeks of the event.

TRUANCY

The state of Minnesota defines truant as unexcused absences from at least one period on seven different days. See attendance for more information.

VISITORS TO SCHOOL DISTRICT BUILDING

Parents and visitors coming into the building need to stop at the Reception Area to sign in and state their reason for the visitation. A visitor's pass must be visibly seen while in the building. Students wanting to bring a visitor into the building during the school day will need prior approval from the administration. If any disciplinary concerns arise during a student visitation the visitor will be requested to leave immediately. Full day visitations from students who are not enrolled Lakeview are discouraged.

WEAPONS STATEMENT

No student shall possess a weapon when in the school building, on school grounds, or on any school-sponsored trip or activity. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property (such as a vehicle) or at a school trip/activity.

A. Weapons are identified in two categories:

1. Articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples are: firearms, whether loaded or unloaded; knives; clubs; metal knuckles, chains, pellet guns; look-alike guns; and other non-functioning guns.
2. Articles designed for other purposes but which can actually be used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs pencils, files, scissors, compasses, and letter openers.

B. Minimum consequences are listed in the disciplinary policy on page 13 and may include referral to law enforcement and recommendation to the school board for expulsion. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the Principal's office shall not be considered to possess a weapon.

APPENDIX A - POLICIES

1. Data Practices
2. Grievance Procedure for Non-Discrimination Policy
3. Hazing Prohibition
4. Non-Discrimination
5. Policy Prohibiting Harassment and Violence
 - A. Religious, Racial or Sexual Harassment & Violence Report Form
6. Pupil Fair Dismissal Act of 1974
7. Section 504 of the Rehabilitation Act of 1973
8. Student's Person, Lockers, Desks, Personal Possessions – Search Of...
9. Violence Prevention and Weapons Policy

DATA PRACTICES

Minn. Stat. 13.32 subd. 5a. has been amended to require that school districts release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiters within 60 days of a request unless parents and students refuse this release. The Lakeview School District will give parents and students notice of the right to refuse to release information to military recruiters. The notice will be provided in writing to inform parents and students of this right. Directory Information: "Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities and events."

GRIEVANCE PROCEDURE FOR NON-DISCRIMINATION POLICY

- A. 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 Superintendent of Schools. The grievance must be filed within 7 calendar days of the alleged discriminatory act/conduct or it is waived.
- B. 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 calendar days of the initial reception of the complaint.
- C. If the designated official finds that the complaint is justified, he/she shall initiate action to rectify the complaint.
- D. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent of Schools no later than 15 days after receipt of the written decision.
- E. A hearing before the Board of Education shall occur no later than 30 days after receipt of a written request for such hearing. The complainant may testify. The designated official will present the findings of the investigation called for in step F. The Board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.
- F. If the complainant is not satisfied with the decision of the Board, appeal may be made to one of the following offices:
- Commissioner of Human Rights
 - Director of the Office for Civil Rights
 - Equal Employment Opportunity Commission (EEOC)

HAZING PROHIBITION

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

III. DEFINITIONS

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

official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing should report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- D. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. REPRISAL

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

VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

- Legal References: Minn. Stat. 127.465(Hazing Policy)
Minn. Stat. 127.26 to 127.39(Pupil Fair Dismissal Act)
- Cross References: MSBA/MASA Model Policy 403(Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 413(Harassment and Violence)
MSBA/MASA Model Policy 506(Student Discipline)
MSBA/MASA Model Policy 525(Violence Prevention, Applicable to Students and Staff)

NON-DISCRIMINATION POLICY

It is the policy of Lakeview Schools, Cottonwood, Minnesota 56229, not to discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, age, or disability, in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments and the provisions of Title VI and VII of the Civil Rights Act of 1964. Inquiries regarding compliance with this policy may be directed to the Superintendent of Schools Cottonwood, MN 56229, (507) 423-5164.

LAKEVIEW I.S.D. 2167 SCHOOL BOARD POLICY PROHIBITING HARASSMENT AND VIOLENCE

I. General Statement of Policy

- A. It is the policy of Independent School District #2167 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

D. The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. Religious, Racial and Sexual Harassment and Violence Defined

A. Sexual Harassment; Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or (3) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

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

B. Racial Harassment; Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct: (1) Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; (2) Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or (3) Otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct: (1) Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; (2) Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or (3) Otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to: (1) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; (2) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; (3) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another, or (4) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonable related to, race.

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

G. Assault; Definition. Assault is: (1) An act done with intent to cause fear in another of immediate bodily harm or death; (2) The intentional infliction of or attempt to inflict bodily harm upon another; or (3) The threat to do bodily harm to another with present ability to carry out the threat.

III. Reporting Procedures

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial harassment.

IV. Investigation

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is

filed, and others who may have knowledge of the incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

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

In addition, the school District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. School District Action

A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. Reprisal

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

VII. Right to Alternative Complaint Procedures

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

VIII. Harassment or Violence as Abuse

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

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

IX. Dissemination of Policy and Training

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

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

C. This policy shall appear in the student handbook.

D. The School District will develop a method of discussing this policy with students and Employees.

E. This policy will be reviewed annually for compliance with state and federal law.

**INDEPENDENT SCHOOL DISTRICT NO. 2167
RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE
REPORT FORM**

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

Independent School District #2167 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Circle as appropriate: sexual racial religious

Name of person(s) you believed harassed or was violent toward you or another person.

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

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

Where and when did the incident(s) occur:

List any witnesses who were present:

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

(Complainant Signature)

(Date)

(Received By)

(Date)

THE PUPIL FAIR DISMISSAL ACT OF 1974

Pupils-Suspension, Exclusion and Expulsion - Chapter 572

An act relating to education; establishing grounds and procedures for the suspension, exclusion, and expulsion of public school pupils; repealing Minnesota Statutes 1971, Section 127.071.

Be it enacted by the Legislature of the State of Minnesota;

127.26 Citation of Sections 127.26 to 127.39

Sections 127.26 to 127.39 may be cited as "The pupil fair dismissal act of 1974" 127.27 Definitions

SUBDIVISION 1. As used in sections 127.26 to 127.39, the terms defined in this section shall have the meanings assigned them.

SUBDIVISION 2. "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion, and suspension.

SUBDIVISION 3. "District" means any school district.

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

SUBDIVISION 5. "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.

SUBDIVISION 6. "Parent" means (a) one of the pupil's parents, or (b) in the case of divorce, legal separation, or illegitimacy, the custodial parent.

SUBDIVISION 7. "Pupil" means any handicapped or non-handicapped student under 21 years of age eligible to attend a public elementary or secondary school.

SUBDIVISION 8. "School" means any school as defined in Minnesota Statutes 1971, Section 120.05, SUBDIVISION 2.

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

SUBDIVISION 10. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than five school days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a readmission plan. The readmission plan shall include where appropriate, a provision for alternative programs to be implemented upon readmission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 10 cumulative school days, provided that an alternative program shall be implemented to the extent that suspension exceeds five days. The district will make a reasonable attempt to convene a meeting with the student and his parents/guardian prior to removing the student from school for the purpose of determining the student's need for assessment or other services.

127.28 Policy

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

127.29 Grounds for Dismissal

SUBDIVISION 1. No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to himself or other persons or property around him. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in special class or assistance from other agencies.

SUBDIVISION 2. A pupil may be dismissed on the following grounds:

- a. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.
- b. Willful conduct which significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in class or with the ability of students to learn.
- c. Willful conduct endangers surrounding persons, including school district employees, the student or other students, or the property of the school.

127.30 Suspension Procedures

SUBDIVISION 1. No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to persons or property around him.

SUBDIVISION 2. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 127.26 to 127.39, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon his parent or guardian by certified mail within 48 hours of the conference. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property around him, the written notice shall be served either personally or by certified mail upon the pupil and his parent or guardian within 48 hours of the suspension. Service by certified mail is complete upon mailing.

SUBDIVISION 3. Notwithstanding the provisions of subdivisions 1 and 2, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that an alternative program shall be implemented to the extent

that suspension exceeds five days.

127.31 Exclusion and Expulsion Procedures

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

SUBDIVISION 2. Written notice of intent to take action shall:

- a. Be served upon the pupil and his/her parent or guardian by certified mail.
- b. Contain a complete statement of the facts, a list of the witnesses and a description of their testimony.
- c. State the date, time and place of the hearing;
- d. Be accompanied by a copy of sections 127.26 to 127.39.
- e. Describe alternative educational programs accorded the pupil prior to commencement of the expulsion or exclusion proceedings; and
- f. Inform the pupil and parent or guardian of the right to:
 - 1) Have legal counsel at the hearing.
 - 2) Examine the pupil's records before the hearing.
 - 3) Present evidence.
 - 4) Confront and cross-examine all witnesses.

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

SUBDIVISION 4. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

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

SUBDIVISION 6. The pupil shall have a right to a representative of his own choosing, including legal counsel. If a pupil is financially unable to retain counsel, the school board shall advise the pupil's parent or guardian of available legal assistance.

SUBDIVISION 7. The hearing shall take place before:

- a. An independent hearing officer
- b. A member of the school board, or
- c. A committee of the school board, or
- d. The full school board; as determined by the school board.

SUBDIVISION 8. The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate disposition of the action. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

SUBDIVISION 9. At a reasonable time prior to the hearing, the pupil, parent or guardian, or his representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

SUBDIVISION 10. The pupil, parent or guardian or his representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee of any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

SUBDIVISION 11. The pupil, parent or guardian, or his representative, shall have the right to present evidence and testimony, including expert psychology or educational testimony.

SUBDIVISION 12. The pupil cannot be compelled to testify in the dismissal proceedings.

SUBDIVISION 13. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and be made to the school board within two days of the end of the hearing.

SUBDIVISION 14. The decision by the school board shall be based upon the recommendation of the hearing officer or school board member or committee and shall be rendered at a special meeting within five days after receipt of the recommendation. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

127.32 Appeal

An exclusion or expulsion decision made pursuant to sections 127.26 to 127.39 may be appealed to the commissioner of education. The commissioner or his representative shall make a final decision based upon a record of evidence presented at the hearing. Such ruling shall be binding upon the parties, subject to judicial review as provided in section 127.33.

127.33 Judicial Review

The decision of the commissioner of education made pursuant to sections 127.26 to 127.39 shall be subject to direct judicial review in the district court of the county in which the school district of the part thereof is located. The scope of the judicial review shall be as provided by Minnesota Statutes 1971, Section 15.0425.

127.34 Reports to Service Agency

The school board shall report any action taken pursuant to sections 127.26 to 127.39 to the appropriate public service agency, when the pupil is under the supervision of such agency.

127.35 Non application of Certain Law

The provisions of Minnesota Statutes 1971, Section 120.10, Subdivision 1, shall not apply to any pupil during a dismissal

pursuant to sections 127.26 to 127.39.

127.36 Report to Commissioner of Education

The school board shall report such exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report shall include a statement of alternative programs of education accorded the pupil prior to the commencement of exclusion or expulsion proceedings.

127.37 Notice of Right to Be Reinstated

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

127.38 Policies to be Established

The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt policies and rules in writing to effectuate the purposes of sections 127.26 to 127.39. The policies will emphasize the prevention of dismissal action through early detection of problems. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period and help prepare him for readmission.

127.39 Application

SUBDIVISION 1 Sections 127.26 to 127.39 shall not be deemed to amend or otherwise affect or change Section 363.03, Subdivision 5, Clause (2)

SUBDIVISION 2. Sections 127.26 to 127.39 shall apply only to those portions of the school program for which credit is granted.

REPEALER. Minnesota Statutes 1971, Section 127.017, is repealed.

Approved April 11, 1974.

Chapter 183 – Student dismissal from School; Removal from class (Act effective August 1, 2001)

This Act revises the ground for Pupil Fair Dismissal Act for which a pupil may be dismissed from school. It provides that a pupil may be dismissed for willful conduct that significantly (rather than materially and substantially) disrupts the rights of others to an education, or disrupts the ability of school personnel to perform their duties, or disrupts school sponsored extra curricular activities. It also makes for willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school a ground for dismissal.

The Act provides that if a pupil's total days of removal from school exceeds ten (10) cumulative days in a school year, the school district must make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian prior to subsequently removing the pupil from school. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services.

The Act amends the law related to grounds for removal of a pupil from class. It provides that the required policy on removal from class must include a procedure for notifying and meeting with a student's parent or guardian to discuss the problem that is causing the student to be removed from class after the student has been removed from class more than ten (10) times in one school year. It also amends the grounds for removal from class to include willful conduct that significantly (rather than materially and substantially) disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn. It also makes willful conduct that endangers surrounding persons, including school district employees, the student or other students or the property of the school a ground from removal from class.

INDEPENDENT SCHOOL DISTRICT #2167

POLICY ON

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, speaking, breathing, learning, and working).
2. Has a record of such an impairment, or;
3. Is regarded as having an impairment.

It is the policy of Independent School District #2167 not to discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities.

Section 504 Coordinator.

If there are any questions concerning the District and buildings compliance with Section 504, please contact the respective administrator.

Formal Compliance with Section 504

In adopting this policy the school district states its commitment to nondiscrimination on the basis of handicap. Specific actions in implementing the policy include:

1. Public notice of the policy.
2. Notice of the policy in student and parent handbooks.
3. Provision of parent/student rights under the policy at all decision points or in response to any concern.

Section 504 Grievance Procedures

The grievance procedures for alleging violations under Section 504 are as follows:

Step 1: The grievance must be in writing and must be signed by the person making the complaint. The grievance must be filed with the 504 Coordinator within five (5) school days. The 504 Coordinator will promptly attempt to resolve the matter among the affected parties.

If the 504 Coordinator is unable to resolve the grievance, he/she shall further investigate the matters of grievance and reply in writing to the complainant within ten (10) school days.

Step 2: If the complainant wishes to appeal the decision of the local Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) school days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) school days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) school days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) school days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) school days of this meeting.

Step 4: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the office for Civil Rights:

Office of Civil Rights, Region V
U.S. Department of Education
401 South State Street
Room 700C, 054010
Chicago, IL. 60605-1202
Phone: (312) 886-3456
FTS: 8-886-3456
TDD: (312) 353-3541

Education Services

Students with handicapping conditions consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated, and provided with appropriate instruction and related services. People with handicaps or who are thought to have handicaps in accordance with Section 504, their parents or their guardians shall have the right to:

1. Have the student take part in and review benefits from public education programs without discrimination because of his/her handicapping conditions;
2. Have the school district advise each person of his/her rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of the student;
4. Have the student educated in facilities and receive services comparable to those provided non-handicapped students;
5. Have the student be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
6. Have placement decisions made based upon a variety of information sources, and by a group of persons including persons knowledgeable about the student, the evaluation data, and placement options;
7. Have the student receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow the student an equal opportunity to participate in school and school-related activities;
8. Have the student receive special education and related services if he/she is found to be eligible under the Individuals With Disabilities Education Act (IDEA, Public Law 101-476);
9. Have transportation provided to and from an alternative placement setting at no greater cost than would be incurred if the student were placed in a program operated by the district;
10. Examine all relevant records relating to decisions regarding the student's identification, evaluation, education program, and placement;
11. Obtain copies of education records at a reasonable cost unless the fee would effectively deny access to the records;
12. Receive a response from the school district to reasonable requests for explanations and interpretations of the student's records;

13. Request amendment of the student's education records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of the student. If the school district refuses this request for amendment, it shall provide notification within a reasonable time and provide procedural rights relating to the resolution of the issue;

14. Request conciliation, mediation, or an impartial due process hearing related to decisions or actions regarding the student's identification, evaluation, education program, or placement. Parents, guardians, and the student may take part in the hearing and be represented by an attorney, at their own expense. Requests for due process hearings must be made in writing to the Superintendent; (See Section 504 Hearings below.)

15. Seek review of the results of the hearing; (See Review of Section 504 Hearings below.)

16. File a grievance under Section 504; (See Section 504 Grievance Procedures above.)

A. Section 504 Hearings

A student, parent or guardian, or the School District may request an impartial hearing with regard to actions involving the identification, evaluation, or placement of a student pursuant to Section 504. The procedures for such a hearing are as follows:

1. Request for a Section 504 hearing must be made to the Superintendent.

2. In each case for which has been requested, the Superintendent shall appoint an impartial individual to serve as the Hearing Officer.

3. The Hearing Officer shall determine the procedures for the hearing and set timelines for the same.

4. The parties have the right to representation, at their own expense, throughout the hearing process.

5. The Hearing Officer shall issue a written decision and submit the same to both parties.

A. Procedure for Review of Section 504 Hearings

Either party to a Section 504 hearing may seek review of the Hearing Officer's decision. The procedure for such review is as follows:

1. Notice of appeal must be made within thirty (30) days following receipt of the Hearing Officer's decision.

2. Notice must be given in writing to the other party. In the case of the School District, the written notice shall be directed to the Superintendent of Schools.

3. The School Board shall, upon recommendation of the Superintendent, appoint an impartial individual or individuals to serve as the Review Officer or Review Panel.

4. The Review Officer/Review panel shall determine the procedure for review and set timelines for the same.

5. The parties have the right to representation, at their own expense, throughout the review process.

6. The Review Officer/Review Panel shall issue a written decision and submit the same to both parties.

STUDENT'S PERSON, LOCKERS, DESKS, PERSONAL POSSESSIONS – SEARCH OF...

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions within a Locker. Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing by police or school officials.

B. Desks. Schools desks are property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person.

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

intrusiveness.

It shall be a violation of this policy for student(s) to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for student(s) to carry contraband on their person or in their personal possession.

III. DEFINITIONS

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

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of student's and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an on going investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex.
- E. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- E. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given us of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in locker, standards of cleanliness and care, posting pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If search yields contraband, school officials will seize the item, and where appropriate, turn it over to legal authorities of ultimate disposition.

VII. VIOLATION OF POLICY

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

- Legal references;
- U.S. Const., amend. IV
- Minn. Const., art. I, #10
- New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733, 83 L.Ed.2d 720('85)
- Minn. Stat. #127.47(school locker policy)

INDEPENDENT SCHOOL DISTRICT #2167 VIOLENCE PREVENTION AND WEAPONS POLICY 501 SCHOOL WEAPONS POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

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

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

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

IV. EXCEPTIONS

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

B. It shall not be a violation of this policy if a non student falls within one of the following categories:

1. Licensed peace officers, military personnel, or students participating in military training, who are on duty performing official duties;

2. Persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;

3. Persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;

a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."

b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.

4. Firearm safety or marksmanship courses or activities conducted on school property;

5. Possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;

6. A gun or knife show held on school property;

7. Possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or

8. Persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

F. Policy Application to Instructional Equipment/Tools

While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to non students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

E. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non student permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION / USE / DISTRIBUTION

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

1. Immediate out-of-school suspension;
2. Confiscation of the weapon;
3. Immediate notification of police;
4. Parent or guardian notification; and
5. Recommendation to the superintendent of dismissal for a period of time not to exceed one year.

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

C. Administrative Discretion

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

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

A. Employees

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

B. Other Non students

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