

Welcome back to school for 2015-2016 school year! A new school year again offers the opportunity to make a fresh start at creating a positive learning environment which will allow our students the potential and challenge to find learning success.

Please take a few moments to review this handbook. The policies and procedures discussed here are necessary for the efficient operation of the school and to better enable you to do the most important job of teaching your students. A spirit of cooperation and sense of professionalism are the key ingredients in establishing and maintaining a positive school environment.

Best wishes for a successful and productive school year!

RUSH CITY INDEPENDENT SCHOOL DISTRICT #139

Website Address: www.rushcity.k12.mn.us

SCHOOL BOARD & ADMINISTRATIVE PERSONNEL

Mrs. Stefanie Folkema	Chairperson
Mr. Scott Tyron	Vice Chairperson
Mr. Scott Anderson	Director
Mr. Matt Perreault	Director
Mrs. Brenda Nessel	Clerk
Mrs. Teri Umbreit	Treasurer
Mrs. Teresa Dupre	Superintendent of Schools
Mr. Brent Stavig	High School Principal
Mr. Jason Mielke	Elementary Principal
Mr. Lee Rood	Activities Director

RUSH CITY HIGH SCHOOL EMPLOYEES

Mrs. Kelly Albright	Speech Therapist
Mr. Mark Bingham	Mathematics
Mrs. Keitha Brown	Paraprofessional
Mrs. Elizabeth Carpenter	Reading
Mr. Shawn Chinn	School Psychologist
Mrs. Jessica Dale	Special Education
Mrs. Ashley Fitcher	Spanish
Mrs. Maureen Guentzel	Media
Mr. Erik Hall	Science
Mr. James Hatz	Network Administrator
Mrs. Bethany Hauner	Paraprofessional
Mrs. Maureen Jordan	Paraprofessional
Mrs. Shannon Karnick	Paraprofessional
Mr. Michael Kelly	Physical Education, DAPE
Mrs. Tami Knudson	Science
Mr. Daniel Kuchenbecker	Art
Mr. Carvel Kuehn	Instrumental Music
Ms. Anita Larsen	Special Education
Mrs. Heidi Larson	Counselor
Mrs. Linda Lindeman	Special Education
Ms. Angela Mazzuca	English
Mrs. Deborah Meissner	School Nurse
Mr. James Monson	Mathematics
Mrs. Cathy Monster	Paraprofessional
Mr. Ben Montzka	Vocal Music
Mr. Grant Nicoll	Social Studies
Mr. Eric Olson	Agriculture, Industrial Tech
Mrs. Julie Risland	Media Paraprofessional
Mr. Lee Rood	Activities/Comm. Ed Director
Mr. Mike Saari	Business

Mr. Tylor Sorgert	Mathematics
Mrs. Darcey Stransky	Paraprofessional
Mrs. Erika Matzke Stoltz	Social Studies
Ms. Brenda Taylor	Paraprofessional
Mr. Eric Telander	Science
Ms. Jennifer Thielen	English
Mrs. Charlotte Thill	Mathematics
Mr. Michael Vaughan	Social Studies
Ms. Barb Westman	English
Mrs. Melissa Wiener	Paraprofessional
Mrs. Donna Zastera	Paraprofessional

OFFICE PERSONNEL

SUPERINTENDENT'S OFFICE

Mrs. Kristin Papke
Mr. Jim Jackson
Ms. Laureen Frost
Ms. Jeanne Korf

PRINCIPAL'S OFFICE

Ms. Wendy Cook
Mrs. Carrie Kirchberg
Mrs. Beth Sybrant

BUS DRIVERS: Don Moulton, Lyle Kuhn, Carol Swanson, Dawn Nelson, Melissa Martin, Anders Johnson, Stuart Schmidt
Jeff Titus, Mark Schoeberl

VAN DRIVERS: Tracy Draper, Wes Prose

CUSTODIANS: Arlan Schlipp, Bryan Hendricks, Michael Ramstad, Wayne (Bo) Boesen

FOOD SERVICE DIRECTOR: Donna Westman

FOOD SERVICE PERSONNEL: Darla Welna, Jessica Johnson, Jayme Reichitzer

2015-2016 CLASS OFFICERS

7th Grade

President: Mitchell Mell
Vice President: Hailey Lamere
Secretary/Treasurer: Natasha Douglas
Student Council: Lola Parks & Lance Kociemba

8th Grade

President: Brodrick Larson
Vice President: Sara Gilbert
Secretary/Treasurer: Anna Bush
Student Council: Sam Hageman & Ashton Langworthy

9th Grade

President: Katie McDonald
Vice President: Shawna Mell
Secretary/Treasurer: Jillian Grace-Cicero
Student Council: Jamie Guptill & Elena Herberg

10th Grade

President: Jake Hageman
Vice President: Tucker Leigland
Secretary/Treasurer: Olivia Erdman
Student Council: Ella Blazek & Taylor Williams

11th Grade

President: Noah Griser
Vice President: Bailey Behrendt
Secretary/Treasurer: Desi Lindell
Historian: Haley VanDyke
Student Council: Elly Johnson & Carlie Mell

12th Grade

President: Jenna Nelson
Vice President: Lindsey Williams
Secretary/Treasurer: Emma Peterson
Historian: Samantha Herberg
Student Council: Brea LeMon & Sydnie Sybrant

CLASS ADVISORS

Seniors	Ms. Larson, Ms. Mazzuca, Ms. Thielen, Mrs. Matzke Stoltz
Juniors:	Mr. Hall, Mrs. Matzke Stoltz
Sophomores:	Mrs. Carpenter, Mrs. Dale, Mrs. Knudson, Mr. Monson, Mr. Nicoll
Freshmen:	Mrs. Fitcher, Mr. Kuehn, Mr. Kuchenbecker, Mr. Saari
8th Grade:	Mr. Bingham, Mr. Kelly, Mr. Rood, Mr. Telander, Mrs. Thill
7th Grade:	Mr. Sorgert, Mrs. Guentzel, Mr. Vaughan, Ms. Westman

RUSH CITY PUBLIC SCHOOL PAYROLL SCHEDULE

The 2015-2016 salaries for certified staff are effective with the September salary check.

Payroll will be processed twice per month. The first payroll will be paid on the 15th of each month and the second payroll will be paid on the last day of each month. If a normal pay day falls on a Saturday, Sunday or a holiday, payment will be made on the preceding weekday.

For time card employees and extra compensation claims, the payroll processing periods will be as follows: 15th of the month payroll: 21st of previous month through 5th of the current month: Last day of the month payroll: 6th of the current month through 20th of the current month.

New employees are asked to stop at the District Office sometime during fall workshop days to complete the necessary forms regarding your employment. Payroll will be distributed through Direct Deposit. Contact the Payroll Department for more information.

FLEX PLAN

School district employees may participate in a "flex plan" to reduce their tax burden. Out-of-pocket expenses for dependent care, medical care, and certain insurance premiums qualify for a tax savings. Contact the district business manager for details.

TIME CARDS, VOUCHERS, REIMBURSEMENT CLAIMS, ETC.

Any payroll adjustments must also be reported by the payroll cutoff date. All payroll data should be submitted to the District Office. The payroll cutoff date is the 10th of each month. When the 10th falls on a weekend, the cut-off date is the preceding Friday. Time sheets should be used for receiving extra pay on an hourly basis (for example, homebound instruction) and submitted monthly and will be due by the payroll cut-off-date.

These can be obtained in the Principal's office. Non-certified employees are expected to fill in the reason and number of hours to be paid when absent, whether for illness, holidays, approved leaves or whatever.

The usual claim vouchers should be used to receive extra pay when the amount is a set figure (for example, chaperoning dances, etc.). When completing claim vouchers, give specific name of event (i.e., boys' basketball, girls' basketball) and date of event.

MILEAGE AND EXPENSE CLAIMS

Mileage and expense claims are due on or before the 25th of each month. PLEASE CLEAR ALL REIMBURSABLE CHARGES WITH THE PRINCIPAL OR SUPERINTENDENT BEFORE THE FACT. All claims for meals, supplies purchased, etc. must be accompanied by sales slips. This includes charges against the various school clubs for supplies purchased for them. Mileage will be reimbursed at the Minnesota Per Diem rate and must be accompanied by a detailed sales receipt. All District claims should be submitted to the District Office. Claims without proper receipts will not be paid.

ORDER MATERIALS AND SUPPLIES

ALL MATERIALS AND SUPPLIES SHOULD BE SUBMITTED TO THE PRINCIPAL.

1. All materials and supply orders must be completed online (electronically) and submitted for approval.
2. Complete form and give to Mr. Stavig for approval; Mrs. Kirchberg will send out purchase order.
3. When materials arrive, they must be checked in by Mrs. Kirchberg before they can be removed from the office. A notice will be placed in your mailbox when your materials are ready to take out.

LOCAL PURCHASES

Forms and approval for purchases under \$25.00 should be obtained from the principal's office. This form should be returned to the principal's office after the purchase is made. Sale slip should be signed and left at the store. This also applies to purchases made for the various student organizations.

STOREROOM SUPPLIES

Most supplies are available in the office. However, if you cannot find a needed item, please notify any office staff member.

ABSENCES

Teachers who know they will be absent from school should inform the office at least three (3) days in advance so a substitute can be secured and plans made for the teacher's absence. In cases of sickness or emergency, call Brent Stavig by 6:30 a.m. to allow enough time for making arrangements for the day. Take time early in the year to talk about class expectations when a substitute is in charge of your class. Many times a few simple instructions ahead of time can prevent problems from occurring.

IDENTIFICATION BADGES

All staff are required to wear a district ID badge during normal working hours. The badge should be easy to see. All visitors to the building will also be expected to sign in and wear a visitor badge while in the building. Staff should remind all visitors to report to the office to follow this procedure.

TEACHERS LEAVING THE BUILDING

If you have to leave the building, please let an office staff member know. It will save office personnel or other staff members from wasting time looking for you if you are out of the building and unavailable. The same applies if you need to leave before the end of the regularly scheduled day at 3:45.

REQUEST FOR LEAVE/ABSENCES

Online requests should be completed in Skyward for all absences whether planned in advance or upon return after an illness. Request for these should be made at least three days in advance when possible. This refers to personal leave requests, compassion leave requests, and requests to attend workshops, conventions, etc..

TELEPHONES

Each instructor will have a telephone in his or her classroom which can be used for contacting instructors in this building or in the elementary building. It is hoped that professional discretion is used in determining when to contact other instructors. Long distance calls may be made also at this phone using your assigned code number. These phones are not for student use; this policy should be clearly established with your students in your class.

LONG DISTANCE CALLS

Personal long distance calls should be either credit card, calling card or collect.

REQUESTS FOR ACTIVITY ACCOUNT CHECKS

Activity Account checks and transfers: Advance check request form must be completed and approved before the check can be written. A three day advance notice is requested. Submit these requests to Mrs. Korf.

District Funds only (athletics, workshop registrations, etc.): Advance check request form must be completed and approved before the check can be written. A three day advance notice is requested. Submit forms to Jeanne Korf.

FUNDRAISING

Any teacher who is involved in a fund-raising activity for a class or organization must FIRST RECEIVE PERMISSION from the principal, superintendent and School Board BEFORE MAKING ARRANGEMENTS for selling goods or services. Envelopes are now available from Mrs. Kirchberg in which all activity money to be receipted should be enclosed. If you need to hold money in the vault until you are ready to have it receipted, please talk to Mrs. Kirchberg. It can be stored in the vault if you do not wish to keep it in your room and if you are not ready to have it receipted. The only information Mrs. Kirchberg needs is the date, the advisor's name, the total amount enclosed, the activity or district account, and a brief description. The signature of the student treasurer is required on all forms.

SPECIAL BUS USE

Any teacher who wishes to request the use of a bus must submit a "Request for Special Bus Use" form. It needs to have the approval of the principal first, then the superintendent. These request are to be made at least one week in advance.

The instructor or coach is responsible for obtaining directions to the destination of the field trip or athletic event and should either forward them to the transportation secretary or provide them to the bus driver on the day of the event.

Instructors are reminded that parent permission slips must be obtained anytime a student is taken out of the building during the school day.

MAILBOXES AND MAIL

These are located in the principal's office. Mail is taken to the elementary school every morning so anything you have to be sent should be put in the elementary box before 9:00 a.m. Because of lack of space, please check mailboxes on a regular basis.

STUDENT ANNOUNCEMENTS

All student announcements for the next day's bulletin should be turned into the principal's office by 8:00 a.m. (The office will prepare the announcements each morning). All instructors are expected to read the announcements to their students at the beginning of advisory period on a daily basis. Announcements are also posted on the high school website and shared with all students on a daily basis in their google account.

FOOD SERVICE PROGRAM

Adult employees will pay \$3.50 for individual lunches; \$1.65 for breakfast. Additional portions are available for an additional charge. Adult employees who have a negative account balance may be denied breakfast/lunch until the account is paid or other arrangements have been agreed upon with the Food Service Director.

EVENING HOURS

Custodians will clean the high school building after students have been dismissed for the day. Tentative plans call for the building to be cleaned and locked by 10:00 p.m. each day for the 2015-2016 school year. The alarm system will be disarmed from 6:00 a.m. to 10:00 p.m. each day. Weekend hours will be 8:00 - 5:00 unless other arrangements are made or during holidays. Teachers using the building or coaches traveling out of town should make arrangements for later hour entries to the building. Activity directors should make sure that all students are out of the building before closing and locking doors.

HOMEWORK

Homework assignments/projects are an expected and educationally valid extension of classroom learning experiences in most classes. Instructors are always encouraged to use discretion in assigning homework experiences which supplement and reinforce classroom activities while not imposing unreasonable time expectations for students.

STUDENT DISCIPLINE *(Taken from School Board Policy #506 (Student Discipline))*

Areas of Responsibility

- A. **The School Board.** The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. **Superintendent.** The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. **Principal.** The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.
- D. **Teachers.** All teachers shall be responsible for providing a well planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct - found in the Student/Parent Handbook.

REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to address disruptive behavior by such means as conferring with the student, using positive reinforcement, assigning detention other consequences, or contacting the student's parents. Whenever detention is assigned, teacher should submit a TIES behavior report to notify the office. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from attending one class activity period. "Removal from class" for a period of time in excess of one class or activity period shall be determined by the school principal pursuant to this discipline policy.
- B. **Procedures for Removal of a Student from a Class**
 - 1. The instructor must notify the office or the individual designated in the student's behavioral intervention plan if one exists. Behaviors not addressed in the student's behavior plan shall be subject to the disciplinary guidelines in this policy.
 - 2. The student will be sent or escorted, as necessary, to the office or room specified in the behavioral intervention plan.
 - 3. The instructor will contact the principal regarding reasons for removal.

- C. **Responsibility For and Custody of a Student Removed from Class**
 - 1. The principal or designee assumes responsibility for a student removed from class.

2. Students following a behavior plan which specifies reporting to another individual shall become his/her responsibility.

The complete text of Policy #506 (Student Discipline) may be found in the Board of Education Policy Manual located in all District Offices and on the District Website.

Please note: In accordance with amendments made by the legislature to the Pupil Fair Dismissal Act (MN Statutes 121 A.45), the following revision applies regarding students removed from class: After a student is removed from classes more than ten days, the student and parent must meet with the principal. A letter will be sent to the student and parent/guardian requesting such a meeting after ten days of removal. Teachers are responsible for the student control in their classroom and any other area of the building they may be in during the day.

A school cannot function unless all staff members maintain a certain standard of control, and support one another. Each teacher is encouraged to be friendly, assertive, and positive in his/her own dealing with students while maintaining a position of authority. No one should hesitate to correct a student for acting in an unacceptable manner or wearing inappropriate apparel no matter where it take place on school grounds.

From the first day, teachers should establish themselves as leaders in the classroom. Keep rules to a workable number and within the general framework of the school's rules and regulations. Do not make threats that are impossible to keep, but follow up on any violation of a rule. Common sense and remaining under control will add to any teacher's success in dealing with a tough situation.

Teachers should keep parents informed. Parents will be much more supportive if they hear it from the teacher in addition to getting the student's view.

Each teacher should make the initial effort to deal with a student's behavior problem prior to referring that student to the counselor or principal for assistance, unless the problem is of such a serious nature as to disrupt the classroom teaching environment. The administration will support any reasonable stand the teacher may take and will attempt to rectify the problem students may be creating throughout the school.

Sending a student from class should be held as a last resort. In cases where a behavior problem is developing, fill the principal in on what is happening and take steps to correct the problem. If the situation reaches a point where other corrective measures are not working and removing the student from class is necessary or where a student commits a major offense, get them to the office immediately. Submit a TIES behavior report, send a note explaining the situation or call. Unless the administration knows exactly what happened it is very hard to deal effectively with the student. The instructor should personally follow-up on the situation at the soonest possible time personally with the principal.

Each student has a unique personality and family situation. Varied techniques may be used with different students to find success. Students that are having problems should be referred to the special services personnel that can provide help to them. Special understanding should also be provided to those students with special situations, such as hearing loss.

Teachers should not leave a classroom unsupervised during the hour, except in the case of extreme emergency. Each instructor is asked to step out into the hall before and after classes to help supervise general student behavior. Any instructor who assigns detention to a student is responsible for contacting a parent/guardian regarding the behavior and detention consequence as soon as possible. A referral should also be entered into Ties/Icue. A copy of this referral will be sent home to the parents.

ROOM RESPONSIBILITIES

The responsibility for a neat and orderly classroom rests primarily with the teacher assigned to the room for the major portion of the day. The rooms that appeal most are those that have interesting bulletin boards, well-arranged desks, and the floor free from paper. A clean-up period at the end of each session period is very desirable. Successful teachers will make the room as attractive as possible by the use of pictures, plants, display of pupil work, etc.

Adjust window blinds to look uniform from both inside and outside the building. All windows should be locked at the end of each day. Blinds should also be closed at the end of the day.

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SEATING CHARTS

Each teacher shall assign a definite seat to each student in each class. A copy of the seating chart shall be in a convenient place in the teacher's desk so that it will be readily available in the case of a teacher's absence. Please consult your Health Concerns List for students with health issues that would require special placement; such as hearing or vision loss.

REPORTING TO ASSIGNED CLASSES

All students must report to their assigned classes or study hall before signing out to go anywhere. No students should be allowed to leave your classroom unless they possess a signed pass.

ATTENDANCE

A. Responsibilities

1. Student 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 that 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.

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. Finally, it is a teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Taken from School Board Policy #503 (Student Attendance). Complete text of policy may be found in all District Office, and on the District website.

Accurate and consistent attendance record keeping is expected of every instructor. Attendance should be taken and recorded at the beginning of each class period via computer (TIES). Students receiving an unexcused absence are to expect some consequence involving loss of credit for the day's work as determined by each instructor. Students should be clearly informed from the start as to the consequences for unexcused absences in your class. Each instructor will be asked to give the principal his/her policy on dealing with unexcused absences.

TARDY SLIPS

Tardy slips are required of late students. DO NOT DETAIN PUPILS as they may be late for their next class and disrupt the instructor's plans for the day. If you must detain them, give them an admit slip. Indicate time, date, and signature. If the tardiness is the fault of the student, he/she will obtain a tardy slip from the principal's office.

STUDENTS LEAVING BUILDING

Students leaving the building at any time during the school day, except Senior High students who choose to leave during open lunch period, must be cleared by the principal's office. Each student will receive a blue pass that will show name, destination, and time leaving. Students returning to school must check into the office, turn in the signed blue pass, and pick up a pass to class.

TAKING STUDENTS OUT OF ANOTHER CLASS

Respect the classes of other teachers by not calling pupils out of their classes without their consent. This does not apply to changes scheduled through the office. Arrangements should be made at least a day in advance with the other instructor if at all possible.

Teachers should not be excusing any student to leave the building for any reason without first obtaining parent permission.

Additionally a student should not be given a pass to leave another class and the building without prior arrangements being made with the instructor. Any student leaving the building must check out and back in with the office.

KEEPING BUS STUDENTS AFTER SCHOOL

Teachers may not detain a bus pupil after school unless they give students a chance to notify their parents that they will be required to stay after school and the parents give their approval.

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HEALTH INFORMATION

HEALTH PRECAUTIONS

Each employee is advised to use protective plastic gloves, readily available in the office, when handling, or coming into contact with others' bodily fluids. Assist the individual in containing the body fluid before sending him/her to the health office by using the Universal Precaution Kits, kleenex or paper towels in your room. Each teacher should have plastic gloves located in their rooms for emergency handling of blood or bodily fluids. A micro shield is located in the nurse's office for CPR protection.

Each employee has the right to know about any potentially dangerous materials that are used within work stations, or in the building. A specially prepared video tape is available for viewing this information.

MEDICATIONS FOR STUDENTS

The purpose of administering medications in school is to assist students who require medication to be taken during school hours to maintain an optimal state of health and, therefore, enhance their educational program.

All medication will be stored in the health office following state law procedures and will be given under the direction of the school nurse. Children or parents of children requiring medication during school hours must bring them to the health office before the start of the school day. No medications can be stored in students desks, backpacks or lockers except by arrangement with the school nurse with a doctor order. Students with rescue inhalers for asthma treatment must have a parent signed medication prescription form on record in the health office and must keep the inhaler on him/her or locked in locker or in the health office.

Parents/Guardians are required to supply the medicine in the original container labeled by the physician or pharmacy. The container will be labeled with the student's name, name of medication, dose to be given, frequency or time it is to be given, the name of the prescribing physician and the date of the medication.

HEALTH PROCEDURES

All staff should read the information in the Student/Parent Handbook regarding health procedures.

MARKING SYSTEM AND REPORT CARDS

Marks represent scholastic growth and achievement, not simply special traits such as behavior, cooperativeness, interest, and initiative. Class work should challenge the student to increase his/her knowledge and skill, while improving their ability to apply this knowledge and skill to problems appropriate to the subject area. Grades should be an objective reflection of the students' scholastic improvement over the grading period. Frequent use of short quizzes, tests, papers, written work, class discussion, board work, etc. should be required by teachers. The final grade is a reflection of the composite accomplishment in the subject by the student. In addition, citizenship and good work habits are to be encouraged as these attitudes have a great carry over into general school life and personal areas.

Report cards are the school's statement to the student and parent of what has been learned. Care must be exercised in determining the grade and then placing it on the card. Letter grades must be used. Incompletes should be changed as soon as the work is made up. Make sure the proper changes are made through the office. Teachers are encouraged to make use of the comment section of the card. Grades must be submitted each quarter by the specified date. Staff are reminded to make sure that student on academic contracts are graded according to the provisions of the IEP. Whenever a student is failing the teacher needs to consult the student and his or her parent(s). A failing grade should never be a surprise to a student or parent.

Teachers are also encouraged to make further contacts with parents during the grading period. Phone calls, personal notes, and progress reports are effective in informing parents on the progress of their child is making. These methods should be used for students doing a GOOD JOB as well as those students having or causing problems.

MID-TERM DATES 2015-2016

1st Quarter – October 2, 2015

2nd Quarter – December 11, 2015

3rd Quarter – March 4, 2016

4th Quarter – May 6, 2016

GRADING

From a High School point of view:

1. Quarter grades will count 40% of the semester grade.
2. The semester exam will count 20% of the semester grade.**
3. For year long courses, the four quarter grades and two final tests are averaged to determine a final grade.

** All senior high classes are considered semester classes in terms of grades and awarding credits.*

*** Note the importance of the semester exam.*

From a Teacher's point of view:

1. All grades are student earned/teacher determined.
2. The teacher is responsible for assigning all grades on the report card.
3. The choice and integrity of the class grading procedure is a teacher decision.
4. All classes offered will have a semester exam with the exception of Physical Education, and work experience classes.

GRADING SCALE

94 - 100 A

90 - 93 A-

87 - 89 B+

83 - 86 B

80 - 82 B-

77 - 79 C+

73 - 76 C

70 - 72 C-

67 - 69 D+

63 - 66 D

60 - 62 D-

59 & Below F

GUESTS AND GUEST SPEAKERS

Any teacher who plans to invite a guest or a guest speaker into a classroom must notify the principal BEFORE making the arrangements.

DANCE/PARTY GUIDELINES

1. Request for dance/parties must be approved by the principal and a "Faculty Use" request form be completed and submitted to Jeanne Korf.
2. Junior High (gr. 7 & 8) dances/parties will conclude no later than 11:00 p.m.
3. Senior High (gr. 9-12) dances/parties will conclude no later than 12:00 a.m. Homecoming and prom dances are automatically categorized as Senior High.
4. Activities involving both junior and senior high students may end at the senior high established time with junior high students permitted to remain until the activity concludes.

ASSEMBLIES AND PROGRAMS

Whenever assemblies and programs are held in the gym and/or auditorium, all teachers are required to attend and are responsible for the conduct and discipline of the students which are normally in their class for that particular hour when the program starts.

STUDENT HANDBOOK

Teachers should review the student handbook and be aware of student rules and regulations. On the first days of school, teachers should review the handbook with their advisory students.

PARENT CONFERENCES

Parent conferences on students' scholastic progress will be scheduled in November. Conferences provide the opportunity for teachers to meet parents personally and affect some positive change as a parent's view of the school will be shaped through their experience at conferences. School personnel must be factual with their assessment of the student's progress and demonstrate what is being covered in class and how grades are determined. Parents want a clear indication of what their child is accomplishing. Informed parents will be more supportive of the school and its staff.

FACULTY MEETINGS

Faculty meetings will be scheduled at the discretion of the principal. Meetings will normally be held before school with all staff members expected to attend.

RULES FOR USING THE THEATER

1. Obtain permission to use through the District office.
2. Only trained persons may operate light or sound systems.
3. All established rules regarding use of the theatre will apply.

ACCIDENT AND INJURY FORMS

All staff members must complete Accident and Injury forms available in the office on incidents where a student is injured in any way. These forms will be kept in the office on file to provide clear data for future reference on the incident.

Students that are injured should be cared for immediately and the office should be informed of what actions were taken. In cases of severe injury, seek medical help as quickly as possible.

LUNCH ACCOUNTS

Employees are expected to maintain a positive lunch account balance. Employees will be notified when they have a negative balance equal to or greater than the cost of three meals (\$10.50). Employees must have a positive fund balance within three working days of notification or Food Service staff will be directed to stop serving them meals.

EMERGENCY PROCEDURES

It is every employee's responsibility to frequently review the emergency procedures cards posted in every room of the building. Every employee needs to fully understand each of the procedures; consult your supervisor if you have questions or concerns about the procedures.

NON-DISCRIMINATION NOTICE

Rush City Schools promotes equal opportunity for students and staff and prohibits discrimination on basis of race, color, national origin, sex, or disability. School Board policy designates the Superintendent as coordinator of Title IX, ADA, and Section 504 regulations.

Teresa Dupre

P.O. Box 566 • 51001 Fairfield Ave. • Rush City, MN 55069

Phone: (320) 358-4855

DISTRICT POLICIES • (Available at: www.rushcity.k12.mn.us/pages/doboardpolicy.html)

HARASSMENT AND VIOLENCE

I. GENERAL STATEMENT OF POLICY

It is the policy of Independent School District #139 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.

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 of communication of a sexual nature or regarding religion and race as defined by this policy.

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.

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 communication of a sexual nature.
- B. Sexual Violence, Definition: Sexual violence is physical act of aggression or force or threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts.
- C. Racial Harassment, Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race.
- D. Racial Violence, Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to race.
- E. Religious Harassment, Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion.
- F. Religious Violence, Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to religion.

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 or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District Office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to a District Human Rights Officer or to the Superintendent.

- A. In Each School Building: The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer, by the reporting party or complainant.
- B. In the District: The School Board hereby designates the School Counselor and building Principal as the School District Human Rights Officers to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent.

Submission Of A Good Faith Complaint Or Report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades, or work assignments.

The complete text of Policy #413 (Harassment & Violence) may be found in the Board of Education Policy Manual located in all District Offices and on the website.

HAZING PROHIBITION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No 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 a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.
- 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.

V. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate School District official designated by this policy.
- B. The building principal is the person responsible for receiving report 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.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

The complete text Policy #526 (Hazing) may be found in the Board of Education Policy Manual located in all District Offices and on the School website.

DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES–POLICY #505

PURPOSE

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

GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non school- sponsored material.
- B. Requests for distribution of non school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous or slanderous;
 - 3. is pervasively indecent, or vulgar, or contains any indecent or vulgar language or representations, with determination made as to the appropriateness of the material for the age level of students to which it is intended.
 - 4. advertises or promotes any product or service not permitted to minors by law;
 - 5. advocates violence or other illegal conduct;
 - 6. constitutes insulting or fighting words, the very expression of which injures or harasses people (e.g. threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
 - 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

PROCEDURES

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

The complete text of Policy #505 (Distribution of Non-School Materials) may be found in the Board of Education Policy Manual located in all District Offices, and on the District website.

TOBACCO-FREE ENVIRONMENT (POLICY #419)

GENERAL STATEMENT OF POLICY

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

ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
 - 1. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

The complete text of Policy #419 (Tobacco-Free Environment) may be found in the Board of Education Policy Manual located in all District Offices and on the District website.

DRUG FREE WORKPLACE/DRUG-FREE SCHOOL (POLICY #418)

- I. The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without physician prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other part school location is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, or other school district personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school district personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxication liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in a 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; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

The complete text of policy Drug Free Workplace/Drug Free School (#418) may be found in the Board of Education Policy Manual located in all School District Offices and on the District website. Related policies: Chemical Use/Abuse (#417) and Drug and Alcohol Testing (#416).

MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE (POLICY #414)

GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to fully comply with Minn. Stat. §626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused within the preceding three years.

REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, or county sheriff. ("Immediately" means soon as possible but in no event later than 24 hours.)
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (excluding of weekends or holidays) to the appropriate police department, the county sheriff or local welfare agency. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect, and the name and address of the reporter.
- C. A person mandated by Minnesota law and this policy to report who knows or has reason to believe that a child is neglected or physically or sexually abused, as defined by Minnesota law and this policy, or has been neglected or physically abused within the preceding three years, and fails to report is guilty of a misdemeanor, and such a failure to report may result in discipline.
- D. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment or the child's access to school.
- E. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

Note: Reporting an incident to another school employee does not excuse anyone from filing a mandated report.

INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical sexual abuse rests with the appropriate county agency or agencies. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official employee, the school district shall conduct its own investigation independent of the local welfare or law enforcement agency.

The complete text of Policy #414 (Mandatory Reporting of Child Neglect or Physical or Sexual Abuse) may be found in the Board of Education Policy Manual in all District Offices and on the District website.

MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS (POLICY #415)

GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. It shall be a violation of this policy for any school personnel to fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the designated county entity.
- B. The reporter shall to extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected abuse or neglect, any evidence of previous abuse or neglect, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose the nonpublic data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above.
- C. A person mandated to report suspected neglect or abuse of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- D. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against the vulnerable adult who is named in a report is prohibited.
- E. Any person who intentionally makes a false report under the provisions of applicable

Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons who reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

The complete text of Policy #415 (Mandatory Reporting of Maltreatment of Vulnerable Adults) may be found in the Board of Education Policy Manual located in all District Offices and on the District website.

ISD 139, Policy #514: BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. **GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

III. **DEFINITIONS**

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyber bullying as defined in this policy.

- B. "Bullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. **REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or bullying supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

- C. The building principal or the principal's designee or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section 11.F. of this policy. School district

action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardians(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students. The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:
 - 1. Engage all students in creating a safe and supportive school environment;
 - 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 - 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 - 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's primary contact person;
 - 5. Teach students to advocate for themselves and others;
 - 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and;
 - 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy

(See MSBA/MASA Model Policy 515) in the student handbook.

VIII. **NOTICE**

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

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

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

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

Pests can sting, bite, cause contamination, damage property, and spread disease: therefore, we must prevent and control them. The long-term health effects on children from the application such as pest control materials, or the class of materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatment is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

If you have any questions regarding our Pest Management Program or would like a copy of inspection/treatment schedule, please contact Jeanne Korf at (320) 358-1393.