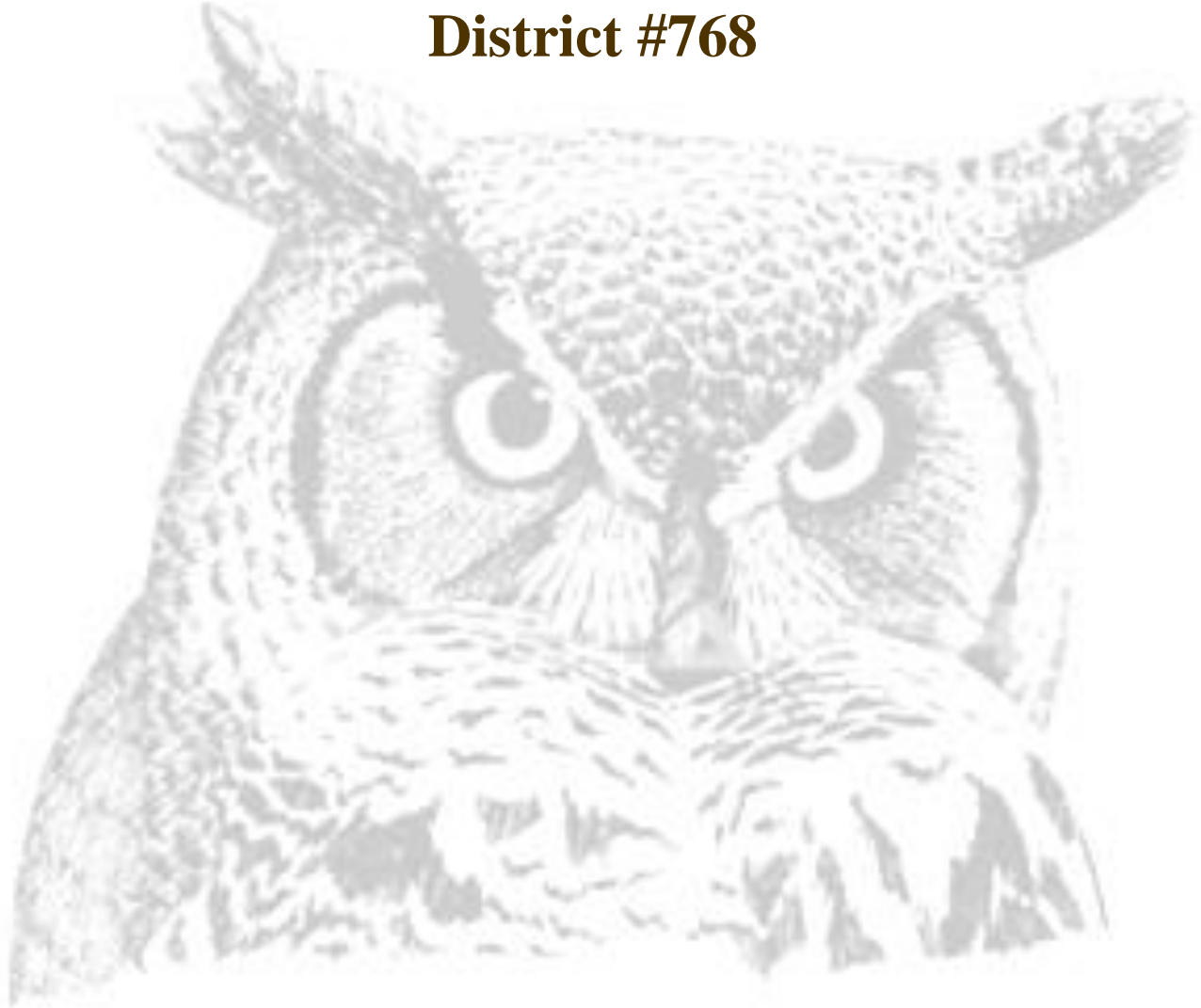


Hancock Public School

District #768



2017-18

Secondary Student/Parent Handbook

Grades 7-12

HANCOCK PUBLIC SCHOOL

ISD #768

371 Hancock Av

P.O. Box 367

Hancock, MN 56244

Telephone: 320-392-5621 Fax: 320-392-5156

School website: <http://hancock.k12.mn.us>

Mission Statement

Hancock Public School exists to develop in all students the skills, knowledge and passion to be lifelong learners.

Vision Statement

Our Vision is to see ...

students committed to the learning process through engaged teachers, parents, staff and community
 students who learn and demonstrate 21st Century skills and knowledge
 students who identify and apply their individual strengths.

School Board Members 2017-18

Barry Nelson, Chairman

Kevin Koehl, Director

Rod Peterson, Clerk

Tim Schaefer, Director

Troy Hausmann, Treasurer

Brett Duncan, Director

Notice of Non-Discrimination

Hancock Public School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies.

Section 504 Coordinator & Title IX Coordinator:

Loren Hacker, Superintendent

Office Address: PO Box 367

Hancock, MN 56244

Phone Number: 320 392-5621

YOUR SCHOOL SPIRIT

The essence of school spirit is LOYALTY, loyalty to the purpose of the school and its program. The chief purpose of the school is the education and development of the student through cooperative group action and activities, learning to become an efficient, self-directed and intelligent citizen of your group or community.

SCHOOL SONG: ILLINOIS LOYALTY

*We're loyal to you Hancock High
To the Maroon and the White,
Hancock High
We'll back you to stand
'Gainst the best in the land
For we know you will stand, Hancock High
Fight! Fight!
So smash that blockade, Hancock High
Go crashing ahead, Hancock High
Our team is our fame protector
On team!
For we expect a Victory from you, Hancock High.
Fight! Fight!*

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**HANCOCK SCHOOL DISTRICT #768
2017-18 CALENDAR**

August	22	Teacher Inservice
	23	Teacher Inservice – West Central Collaborative
	24	Teacher Inservice - full day
September	4	Labor Day
	5	First Day of School
October	4	First Quarter Mid-term
	19	MEA - No School
	20	MEA - No School
November	3	Last Day of 1st Quarter (<i>42 days</i>)
	9	Parent-Teacher Conferences (4:00-8:00 PM)
	14	Parent-Teacher Conferences (4:00-8:00 PM)
	22	No School (comp for PT conferences)
	23-24	No School - Thanksgiving Vacation
December	13	Second Quarter Mid-term
	22	Last Day of School for 2016
December - January	23 1	Christmas Vacation
January	2	School Resumes
	12	Last Day of 2nd Quarter/1st Semester (<i>41/83 days</i>)
February	19	No School - President's Day
	23	Third Quarter Mid-term
March	16	Last Day of 3rd Quarter (<i>44 days</i>)
	30	No School – Good Friday
April	2	No School - Easter Monday
	18	Fourth Quarter Mid-term
May	18	Graduation
	22	Last Day of 4th quarter/2nd semester (<i>45/89 days</i>)
	23	Teacher Inservice – full day
	28	Memorial Day

THE SCHOOL BOARD RESERVES THE RIGHT TO CONDUCT SCHOOL DURING USUAL VACATION PERIODS AND EXTEND THE SCHOOL YEAR IF THE NUMBER OF DAYS IN SESSION AND INSERVICE DO NOT MEET STATE STATUTE AND REGULATION REQUIREMENTS.

Makeup days will be assigned in the following order:

		<i>STUDENT</i>	<i>TEACHER</i>	<i>TOTAL</i>
		<i>DAYS</i>	<i>ONLY</i>	<i>TEACHER</i>
			<i>DAYS</i>	<i>DAYS</i>
1. February 19 (need two week notice)	August	0		
2. April 2 (need two week notice)	September	19		
3. May 23 (need two week notice)	October	20		
4. May 24 (need two week notice)	November	19		
5. Add to end of calendar (excluding Memorial Day)	December	16		
	January	22		
	February	19		
	March	21		
	April	20		
	May	16		
		172	6 (Inservice) + PLC's = 4	178

Hancock Public School Staff 2017-2018 School Board & Administration

Barry Nelson.....	Chairman
Rodney Peterson.....	Clerk
Troy Hausmann.....	Treasurer
Tim Schaefer.....	Director
Brett Duncan.....	Director
Kevin Koehl.....	Director
Loren Hacker.....	Supertintendent
Tim Pahl.....	PreK-12 Principal
Megan Galearnau.....	Business Manager
Chad Christianson.....	Athletic Director

Faculty

Kayla Nohl.....	Preschool/ECFE
Ashley Christianson.....	Kindergarten
Hilary Lindor.....	Kindergarten/ECFE
Hannah Plattner.....	First Grade
Leah Peterson.....	First Grade
Kim Voorhees.....	Second Grade
Amy Brown.....	Third Grade
Tony Thielke.....	Fourth Grade
Kari Erickson.....	Fourth Grade
Lynn Nelson.....	Fifth Grade
Ashley Lorentz.....	Fifth Grade
Stephanie Flaten.....	Sixth Grade
Darin Stanislawski.....	Sixth Grade
Megan Hennen.....	Special Ed Teacher
Kayla Rinkenberger.....	Special Ed Teacher
Cari Gebro.....	Special Ed Teacher
Heidi Asmus.....	Speech Clinician
Andrew Whalen.....	K-12 PE & Health 9
Nicole Schmidt.....	English
Jeanine Rupp.....	Band
Ryan Snyder.....	Social Studies
Susan Nelson.....	Choir/Elem Music
Amy Dougherty.....	Business/Technology
Chad Christianson.....	Math
Kalee Nuest.....	Math
Cari Burnett.....	Art
Ben Tolles.....	Science
Elizabeth Johnson.....	Agriculture/FFA
Hugh Rutledge.....	Spanish
Karla Cronen.....	School Counselor
Lynn Riser.....	ELL
Scott Thompson.....	Industrial Tech/Tech Ed.

Support Staff

Dawn Thiel.....	Administrative Assistant
Kaci Millette.....	Administrative Assistant
Sandy Nelson.....	Library
Linda Foss.....	Title 1 Para
Linda Wulf.....	Special Ed Teaching Assistant
Peg Cunningham.....	Special Ed Teaching Assistant
Barb Hanneman.....	Special Ed Teaching Assistant
Karen Hill.....	Special Ed Teaching Assistant
Johnnita Luthi.....	Special Ed Teaching Assistant
Jessica Chamberlain.....	PK Para
Christy Hubbard.....	Kindergarten Para
Jen Shaw.....	Kindergarten Para
Carly Ogren.....	Para
Jill Steiner.....	Nurse

Aaron Solvie.....	Custodian
Rick Hauer.....	Custodian
ViAnn Larson.....	Head Cook
Ginger Nohl.....	Dishwasher
Sabrina Teague.....	Bus Driver
Michael Olson.....	Bus Driver
April Smith.....	Head Bus Driver
Dori Gades.....	Bus Driver

ATTENDANCE

One of the strongest indicators of student achievement is their attendance at school. Both parents and schools want students to be successful so it is critical that we do our best to stress the importance of attendance. If a student is absent, that student cannot participate in the learning opportunities available. It is important for parents to understand the important role they play in seeing that students are in attendance. The responsibility for good attendance ultimately lies with the parent. It is the policy of Hancock Public School to promote good attendance and to work with those without good attendance habits to strive for improvement. Students are limited to 10 total absences (excused/unexcused) each semester.

Attendance Procedure:

Absence

Definition: A student will be considered absent when he/she is missing from school for any day or part of a day. In the elementary, absences are recorded as half days. Half days are determined as (1) the time school starts in the morning to dismissal for lunch, and (2) resumption of classes after noon lunch to dismissal time. The High School records attendance at each class period.

Excused and Unexcused Absences

The parent or legal guardian is responsible for notifying the school when their student is absent. Notification can be by phone (320) 392-5621 or by email (dawn.thiel@hancock.k12.mn.us) and should be provided either before or the day of the absence. If the parent notifies the school and provides one or more of the reasons set forth in school district policy excusing the absence, the student will not be recorded as an unexcused absence. If the school does not receive a phone call or note within two (2) days, the absence will be considered unexcused. **Students attending medical, dental, mental health, chiropractic, orthodontic, physical therapy, etc appointments MUST present to the office a notice verifying the date and time of the appointment including appropriate signature from the provider. Without this written verification the absence will be considered unexcused.** The following reasons shall be sufficient to constitute excused absences:

- Official school sponsored activities
- Medical, dental, or mental health appointments with appropriate verification
- Serious family emergency: Ex: Death in the immediate family
- Required court appearances
- Active duty in the military
- Post-secondary visits with signed college visit form (Maximum of two per year for juniors and seniors)
- Up to three hours per week of religious instruction conducted by a church (incorporated under the laws of the State of MN, with submission of Church doctrine)

Excused Absences: To be considered an excused absence, the student's parent or legal guardian must contact the school and provide the reason for the student's absence from school prior to 9:00 a.m. on the day of the child's absence. At the principal's/dean of student's discretion, a written note from the parent or legal guardian may also be required including the following information: (1) the student's first and last name, (2) date of the absence, (3) reason for the absence and (4) signature of the parent or legal guardian. If the principal requests this note, it must be submitted to the school within two (2) days following the child's return to school or the absence will be considered unexcused.

Students may not attend extra-curricular events at HHS if the student does not attend school on the day of the event.

*Note: Students 18 years of age or older must have a parent/legal guardian call the school or send a note for absences.

Unexcused Absences (Truancy): All absences not school authorized and not verified as excused are unexcused.

Examples of unexcused absences include, but are not limited to:

- Senior pictures
- Non specific requests (such as “home”, “appointment”, or “personal”, etc.)
- Personal appointments for haircuts, repairing automobiles, etc.
- Oversleeping or resting
- Missing the bus
- Parental refusal to excuse an absence
- Babysitting
- Requests for absences not accepted by school administration

Note: No credit (a zero) may be given to work or tests missed due to unexcused absences.

Note: “[a] student is a **continuing truant** when the child is absent from school without valid excuse within a single school year for: (a) three days if the child is in elementary school or (b) three or more class periods on three days if the child is in high school. When a student is classified as a continuing truant, the school will provide notice required under Minnesota Statutes 260A.03 to the student’s parent or legal guardian. A **habitual truant** is 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 days if the child is in high school, or a child who is 16 or 17 years old who is absent from attendance at school for one or more class periods on seven school days and who has not lawfully withdrawn from school. The school will refer a habitual truant to the county attorney, who will file a “CHild In need of Protective Services (CHIPS) Petition” alleging the child is a habitual truant and/or that the child is educationally neglected.”

Students in grades 7-12 absent for any reason for more than 10 days per semester in any class will not receive credit for that class until they meet with the Attendance Committee and complete the requirements and penalties given to them by the Attendance Committee. Students will receive notification of an Attendance Committee meeting, and will be asked to submit a written appeal to the principal/dean of students within five days following notification of loss of credit. Notification of credit loss will be by letter. During the appeal process and until a decision is made, students shall continue to attend class.

Anyone who plans to be absent from school because of a family trip or vacation must pick up a make-up slip from the secretary in the high school office one week prior to the absence. Students who are absent due to a family vacation are encouraged to complete as much homework as possible prior to leaving for their vacation. Students who are absent for a family vacation will have a maximum of three school days to complete all missed work once they return to school.

**Family vacations are allowed under school policy; However, consideration of the total of 10 absences must be taken by the family when planning vacations. Students are still only allowed 10 absences per semester.

Any out-of-school suspension from class will be counted as an absence.

Parents/guardians or emancipated students shall be notified in writing when a student has been absent from class, 6 & 10 days in a semester. When a student has been absent from class 11 days in a semester, a letter shall be mailed indicating credit has been denied in the class and the student has the right to appeal.

DAILY PARTICIPATION

Students must report to school by the beginning of 5th hour (12:43 pm) to participate, practice, or be in a public performance of a school activity or extracurricular event on that day. This requirement will be waived for students who have received an excused, prearranged absence from school.

Students may not attend extracurricular events at HES/HHS if the student does not attend school on the day of the event.

COLLEGE VISITS FOR SENIORS

Juniors and seniors will be allowed to make two visits to the college, technical school or trade school of their choice without having those days count as absences from school. A college visit form can be picked up from the school counselor or in the office. It must be signed by the college administrator, and HHS Principal.

MAKEUP WORK

Students will be expected to complete all assignments missed due to an absence. A student will be allowed total days absent plus one day to make up work, **except for family vacations**. Students who are absent due to a family vacation are encouraged to complete as much homework as possible prior to leaving for their vacation. Students who are absent for a family vacation will have a maximum of three school days to complete all missed work once they return to school. **Important:** Schoolwork missed because of an absence should be made up and **credit will be given if completed on time**. Example: If a student is absent one day, they have two days to make-up work. If absent two days they have three days to make up work, etc. Teachers may give reduced or zero credit for makeup work that isn't completed according to this policy, or that is due to an unexcused absence.

JUNIOR HIGH ASSIGNMENT NOTEBOOKS

Students in grades 7 & 8 are strongly encouraged to purchase an assignment notebook in which their assignments should be recorded each day. Parents are encouraged to check their child's assignment notebook regularly.

TARDINESS

Tardiness is defined as being late for a class by no more than 15 minutes. Being late by more than 15 minutes is considered an absence.

*Note: Students will be assigned one (1) detention once they reach three (3) unexcused tardies each semester. Each additional unexcused tardy above three (3) will result in an additional detention. Seven (7) unexcused tardies will be considered an unexcused absence and students will lose their open lunch privileges until the end of the semester or a minimum of 3 weeks.

TRUANCY

The school will follow State and County Law in regards to unexcused absences (truancy). Notifications of concern will be given to parents followed by a “Child In need of Protective Services (CHIPS Petition) filing.”

PASSES

Students out of a class or study hall must have a pass signed by a teacher.

LEAVING SCHOOL

Students are not permitted to leave school grounds at any time during school hours without an Out-of-Building Pass from the school office. This pass will be issued when the student brings a written note from home, signed by the parent, or verbal permission from the parent. Passes should be picked up in the morning before classes begin. Before leaving you must sign out in the office. Students in Grades 10-12 will have an open lunch period and will not need a pass to leave at that time.

WITHDRAWAL FROM SCHOOL

If you are moving to another school or leaving school for another reason, see the principal prior to leaving for check-out instructions.

AGE OF MAJORITY

Students reaching the age of 18 remain subject to all parental approvals as listed and normally followed unless they are living independently.

AUTOMOBILES/MOTOR VEHICLES

Automobiles or other motorized vehicles may be driven to school according to personal arrangements with parents. Students who drive cars to school and wish to use them at noon must present a parent’s request for such use in writing. Students with such a request must sign out at the office each day that they drive at noon. Otherwise, cars are not to be moved from school grounds between arrival and dismissal without a permit from the principal or superintendent. All students who drive cars must park them in a legal parking space on or near school grounds. Your car and license number must be registered in the office. If you drive a car that is not registered, you must report the change to the main office - office personnel must know what car students drive each day. The school must have a copy of your driver’s license.

MEDICATIONS

The district has a policy for the administration of medications. The policy and guidelines are sent to all parents in the “Back to School” packet in August. The “Medication Administration Form” must be completed by a parent/guardian before any medication (prescription or over the counter) may be administered or taken at school.

VIDEOTAPING

For security reasons, buses and public areas of the school may be under video surveillance. Live pictures and video from these cameras will be used by the school and police to help assess security concerns and as additional evidence when problems arise. [School Policy 711: Videotaping on School Buses and 712: Video Surveillance Other Than on Buses]

SCHOOL CAFETERIA/LUNCH PERIOD

The school operates hot lunch facilities for the benefit of each student. The students are encouraged to use it. All individuals must be careful to make certain that the cafeteria is left in a neat condition when they finish eating. Food should not be wasted. (No lunch food or drink is allowed outside of the cafeteria.) Students should form a single file serving line. Parents are welcome to join us for lunch. Please notify the school by 9:00 a.m. so visitors can be included in the lunch count. Federal hot lunch program current prices:

K-3: \$1.90 per meal or \$38 for 20 meals; 4-12: \$2.00 per meal or \$40 for 20 meals;
 Adults: \$3.85 per meal or \$77 for 20 meals. Extra milk is \$.30 / carton - \$53 for the year
 No charge for milk during milk break

Students in grades 10-12 will be allowed to leave the school grounds during the lunch period. Students in grades 7, 8, and 9 must remain on school property during their lunch period (students may be allowed to go home for lunch with parental permission). (During lunch period, students in grades 7-12 are restricted on school grounds to the area between the front of the building and the parking lot).

The parking lot is off limits. Students who want to ride bikes, skateboards, scooters, razors, etc. during the lunch period are restricted to the area inside the tennis courts. Students who abuse noon lunch privileges will be restricted to the school grounds. Regulations concerning the use of the students' automobiles will apply.

FOOD AND DRINK POLICY

Students are permitted to consume food and beverages during passing time, before and after school and during their lunch period. Consumption of food and beverages is permitted in the cafeteria, halls and commons areas. This liberal approach to food and beverage use is based on the assumption that students will be respectful of the school property. Students are expected to dispose of their wrappers and containers in a receptacle or clean up any mess. Food and beverages may not be purchased or consumed during class time or in classrooms. There are restrictions on the size and kind of food and beverage that are acceptable:

1. Energy drinks of any size are not allowed.
2. Pop is limited to 20 oz. bottles only (While it is understandable and acceptable for students to bring in a pop or two it is not acceptable for students to bring two liter bottles, six packs, twelve packs, or cases of pop into the school building).
3. Food and candy should be of the single serving size (No big bags of chips or candy).

4. Individual student water bottles are acceptable, but they must be clear, and they may only be filled with water or juice. Individual bottles are allowed in the hallways. They are only allowed in the classroom if the teacher approves.
5. The right to chew gum or not will rest in the hands of each individual teacher.
6. Sunflower seeds are not allowed in school.
7. **No food or beverage of any kind is allowed in the business lab, media center, or computer labs.**
***The contents of any beverage container may be checked at any time by school staff.**

ACADEMIC/GRADUATION REQUIREMENTS

Students must successfully complete and receive a passing grade in 24 credits in grades 9-12 to graduate. One credit is earned for a full year in a course (one period per day). The following credits are required:

English	4
Social Studies	4
Math	3
Science	3
Phy Ed	1
Computer	1
Health	.5
Art, Band, Choir	1

The remaining credits needed to total 24 can be selected from elective offerings. All Students in grades 9,10,11, and 12 will be required to carry a full load and have no more than one Study Hall. FTA counts as one Study Hall. FTA counts as a .25 credit. Band and Choir combined count for one credit. Band is .6 credit per year and Choir is .4 per year. Students must take a MINIMUM of SIX credits per year to total 24. Drop/adds must be done within the first two weeks of the semester. Credits and GPA will be earned and credited by semesters.

Students expecting to enter college after graduation are advised to become familiar with college entrance requirements early in their high school career, and to take subjects which will better prepare them for a college course.

7th and 8th grade students will be required to carry a full load and have no more than one Study Hall. Pupils in grades 7 and 8 who fail two or more subjects may be required to repeat the entire grade the following year.

Graduation Ceremony: Seniors who meet the graduation requirements may participate in the commencement exercises and will receive a signed diploma. Students with a cumulative GPA of 3.5 or higher will receive a gold cord recognizing them as *Honor Graduates*. Seniors who haven't met the graduation requirements by the date of commencement may participate in the ceremony if specified conditions are met, but will not receive a signed diploma. The conditions are:

- 1) must have an approved plan in place that will allow for completion of requirements that are lacking;
- 2) must have written documentation of plans and approval of the principal (receipt for correspondence work, proof of enrollment in Alternative School, written contract with tutor, dates for submission of work, etc.);

- 3) plan must provide for work to be completed prior to the start of the next school year;
- 4) student has no more than two credits to complete.

ITV Classes: An ITV course cannot be dropped without administrative approval. A student who drops may be held responsible for the per student instructional costs incurred by the district for the semester.

Independent Study: A student may take a class on an independent study basis from a current faculty member, with approval of the teacher and administration. An independent study class must be taken in lieu of a study hall period. In extenuating circumstances it may be allowed as one of the required six courses. The grading criteria will be the same as for regularly scheduled classes.

Study Hall Expectations: Students assigned to a study hall must bring work to do in the study hall. If a student does not bring any homework, **work may be assigned by the study hall supervisor.**

The following general rules will be followed in all study halls. Supervisors will cover specific instructions.

1. The study hall is for the purpose of working on assignments.
2. There will be assigned seating.
3. Students will bring work to study hall. The majority of the period will be devoted to study.
4. Students must be seated at the beginning of the hour for attendance.
5. The teacher will dismiss students at the end of study hall.
6. There will be no playing of cards and non-educational games.
7. **Pop, candy, or other such food is not permitted in study hall.**
8. **No electronic devices will be allowed. This includes I-Pods, I-Pads, cell phones, Chromebooks, or earbuds.**
9. Students will work on assignments during this time.
10. Students may receive remedial work from the study hall supervisor.

Internet Courses: The administration must approve internet courses for credit. Internet credit will not be allowed for courses offered by our faculty and available to students through our class schedule.

State Standards and Tests: To earn a diploma from Hancock High School students must score proficient on the MCA II tests in math, reading and writing. All questions or concerns related to Academic Standards should be directed to the District's Testing Coordinator.

Academic Requirements-Special Activities:

Students failing classes during special activity days such as those held during Homecoming and Snow Week will be required to attend mandatory study hall class instead of those activities.

SCHOOL COUNSELOR

The school counselor will provide the following services:

Placement Services: By placement we mean anything concerned with helping you take the next step after graduation. This would include assistance in finding a part- or full-time job, entrance into military service, or entrance into college or vocational school.

Information Service: The function of these services is to make available to you information that is not ordinarily available in the classroom. The main areas of information are: (a.) Occupational/Job requirements: demands, pay advantages, disadvantages, etc. and (b.) Educational/College: entrance requirements, special training school, scholarships, etc. This includes scheduling representatives from colleges or the military to visit and present information to students.

Guidance Service: This service consists of helping you to develop your educational and vocational plans, including applying for college and financial aid, applying for college entrance exams, and evaluating interests and aptitudes.

College Visits/Job Shadowing:

Junior and senior students will be excused for a maximum of two days per year to visit post-secondary educational institutions or to job shadow. College visits or job shadowing experiences must be scheduled and verified by the School Counselor.

Counseling: The counselor is available to meet with students to help work through personal, academic or relationship problems. Students in need of counseling will be scheduled for individual, small group or classroom sessions.

COMMUNICATING WITH TEACHERS

Students should meet with individual teachers to make arrangements for extra help or to schedule a student-teacher meeting. Teachers are generally available before school from 8:00-8:20, after school, or during their prep period. Parents or others wishing to talk to a teacher may call the school office during the school day. The secretary will connect you to the teacher or voice mail. Teachers are directed to return calls during their free time. The Hancock School District does have a web site through which individual teacher web sites can be accessed. The school address: <http://hancock.k12.mn.us>

REPORT CARDS AND GRADING

Midterm Reports: Midterm grade reports will be emailed to parents during the 5th week of each quarter. Midterm grade reports will be mailed to parents who do not have email, or who request that the office mail grades to them.

Deficiency Reports: Teachers will mail deficiency reports to parents when students are in danger of failing a class.

Honor Roll: Three Honor Roll designations are given:

“A” Honor Roll - must have a 4.0 grade point average.

“A-” Honor Roll - must have a 3.67 grade point average and no grade below a “B”.

“B” Honor Roll - must have a 3.0 grade point average and no grade below a “C”.

Incomplete Grades: Students may receive an incomplete grade for a grading period if they have been unable to complete assigned work due to an approved absence or another administratively approved reason. Students will have a maximum of two weeks from the last day of the quarter or semester to complete their work. Incompletes will then be removed and replaced with an appropriate letter grade. Students with an incomplete on their report card will not qualify for the Honor Roll for that grading period. Exceptions may be granted by administrative approval in unusual circumstances.

Grading Scale: Report cards are distributed at the end of each quarter. End of quarter and end of semester grades are included. Grades are given according to the following percentages.

<u>Letter Grade</u>	<u>Percentage</u>	<u>Grade Points</u>
A	96-100	4.0
A-	94-95	3.67
B+	92-93	3.33
B	89-91	3.0
B-	87-88	2.67
C+	85-86	2.33
C	82-84	2.0
C-	80-81	1.67
D+	78-79	1.33
D	76-77	1.0
D-	74-75	0.67
F	0-73	0

SCHOOL RECORDS/DIRECTORY INFORMATION

The school has on file your grades, attendance, standardized test scores, and discipline record that have resulted from your work since you began school. You or your parent or guardian may see the contents of these records by making an appointment with the principal or counselor. You may have copies made of anything in the school records at your expense, but you are not permitted to take the original record out of the office. You or your parent or guardian may place any statements or items in your record that you wish to, if it pertains to your school work. You may also request that items be removed from your file. In the event that you or your parents or guardian make such a request, the person in charge of the records may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official and, ultimately, to the school board. Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian, except to a school you transfer to, in which case that school may request and receive your records without your signature.

Students who are 18 years of age or older need not seek consent of their parents or guardian to exercise their rights of access, control, or transfer of their records. All students' records will be treated in accordance with the provisions of Public Law 930389, passed by Congress in 1974, and Chapter 479 of the 1974 Session of Laws of the State of Minnesota. These laws and the resulting procedures described earlier also apply to the records of all graduates of this school.

A letter pertaining to, directory information and school records is included in the "Back to School" packet that is mailed to parents in August. Please refer to that letter for more specific information.

CONDUCT IN THE BUILDING AND HOURS OF OPERATION

Arrival: Students should not loiter or congregate in the hallways. Students should not arrive at school prior to 7:45 a.m. The front door to the lobby will be unlocked at 7:45. The main hallway doors will be unlocked at 8:00. Students arriving prior to 8:20 may go to their locker to leave their coat or other items. Locker rooms will be open for athletes only from 8:10 a.m. until 8:20 a.m. Students will stay out of locker rooms during the school day unless attending a P.E. class. Coaches will unlock locker rooms after school for athletes.

Pledge of Allegiance: The Pledge is recited daily after morning announcements. Students who do not wish to participate must complete the non-participation form that is included in the back to school packet that is mailed to parents in August.

Removal from class: Students are expected to conduct themselves as ladies and gentlemen while in class. If the conduct of the student is such that it interferes with the work of the teacher or with that of other members of the class, he will be dismissed. To gain re-admittance it will be necessary for the student to have a conference with the teacher and/or principal.

After School Regulations: If pupils wish to remain after regular school hours, they must have a bona-fide reason for doing so. Remaining to visit is not considered a legitimate excuse. All students must be out of the building by 3:40 p.m. unless they are under direct supervision of an instructor or coach. No students shall be in the building any time unless they are under direct faculty or approved adult supervision.

STUDENT USE OF CELLULAR PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES

I. PURPOSE

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones, digital picture/video cameras and/or camera phones, personal digital assistants (PDAs), I-Pods, I-Pads, Chromebooks, Kindles, Surface Pros, MP3s, pagers and other personal electronic devices capable of transmitting data or images.

II. GENERAL STATEMENT OF POLICY

The Hancock Public School District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

III. STANDARDS FOR RESPONSIBLE USE AT SCHOOL, ON BUSES OR AT SCHOOL ACTIVITIES

A. Respect for the educational environment

- i. **Cellular phones, digital picture/video cameras and/or camera phones, personal digital assistants (PDAs), I-Pods, I-Pads, Chromebooks, Kindles, Surface Pros, MP3s, pagers and other personal electronic devices shall be turned off and kept in student's lockers during instructional time. NO personal electronic devices of any kind are allowed in classrooms during the school day. If any staff member requires the use of personal electronic devices for educational purposes during their class, they will release students to get them from their lockers.**
- ii. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
- iii. Use of cellular phones or other personal electronic devices including picture/video cameras and/or camera phones, personal digital assistants (PDAs), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images is prohibited in classrooms during the school day, Media centers and testing centers, and during fine arts performances.
- iv. Students will not be allowed to leave class in response to any electronic devices.
- v. Cellular phones and other devices may be used appropriately and respectfully before and after classes, in common areas—such as near lockers or the cafeteria.
- vi. With prior approval of the school principal, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.
- vii. In the case of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives advanced authorization from the school principal.

B. Respect for privacy rights:

- i. Students shall not photograph or videotape other individuals at school or at school sponsored activities without the knowledge and consent of the individual and school administration. The only exception is for activities considered to be in the public arena such as sporting events or public performances.
- ii. Students shall not e-mail, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without the expressed written consent of the individual and school administration.
- iii. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.

C. Assuring academic integrity: Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

D. Compliance with Other District Policies: Use of cellular phones or other personal electronic devices must not violate any other District policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

IV. VIOLATIONS OF THIS POLICY

- A. **First Infraction:** An employee shall direct the student to turn off the device. The employee shall then confiscate the device and turn it in to the school office where the student may retrieve it at the end of the school day. The student will also be reminded of the consequence(s) if a violation should occur again.
- B. **Second Infraction:** The second infraction shall result in confiscation of the device, which is to be turned in to the school office and notification of a parent or guardian of the violation and the fact that they (parent/guardian) are required to retrieve the device from the office. The student will be required to check the phone in at the office for ten school days. The student will also be reminded of the consequence(s) if a violation should occur again.
- C. **Third Infraction:** The third infraction shall result in confiscation of the device, which is to be turned in to the school office and notification of a parent or guardian. In addition, the student will be required to check the phone in at the office for the remainder of the semester or 20 school days, whichever is longer. The student will also be reminded of the consequence(s) if a violation should occur again.
- D. **Repeated or Severe Infraction:** Any violation of this policy may also, at the principal's discretion, result in additional disciplinary action.
- E. **Additional Notes:**

-Personal electronic devices, including but not limited to, picture/video cameras and/or camera phones, personal digital assistants (PDAs), iPods, iPads, MP3s, pagers and other personal electronic devices capable of transmitting data or images, like other personal items brought by a student onto school grounds, may be subject to search.

-Any pictures or video taken on school grounds with personal electronic devices, including but not limited to, picture/video cameras and/or camera phones, are property of the school.

-Inappropriate use of personal electronic devices, including but not limited to, picture/video cameras and/or camera phones, personal digital assistants (PDAs), iPods, iPads, MP3s, pagers and other personal electronic devices capable of transmitting data or images, may result in suspension or expulsion.

CARE OF BOOKS AND SCHOOL PROPERTY

Textbooks are provided by the school free of charge. You are responsible for each book you receive. Any unnecessary damage to books or other school property will be required to be paid for.

BACKPACKS

For safety and organizational reasons, students' backpacks and shoulder bags are limited to transporting school materials before and after school and must remain in lockers during the school day. School materials are to be carried via binders, folders from class to class during the day.

LOCKERS-LOCKER ROOM

Lockers are located in the halls and will be assigned to students at the start of each school year. Students will properly use their lockers and keep them in good condition. Nothing should be taped, posted, or in any other way fastened to the outside of lockers, unless approved by the principal or dean of students. Nor should there be writing of any kind on the lockers.

1. These lockers are to be used for coats, books, etc... The P.E./athletic lockers should be used for P.E./athletic equipment. 2. Students will not change lockers or share lockers without permission of the principal. Do not share lockers with someone else. Problems arise from this arrangement. Money or valuables should not be kept in your locker. The school accepts no responsibility for articles lost or stolen from lockers. Students will keep their lockers locked at all times. Students are to use school assigned locks. Locks are made available for hall lockers and P.E./athletic lockers by the school. Lockers are the property of the school district and may be inspected at any time. 3. P.E./athletic lockers should be used for P.E./athletic equipment. While visiting teams are using the locker room students are not to be in that locker room for any reason. Students should anticipate the arrival of other teams. Students are not to return to their hallway lockers after extracurricular activities unless supervised by their coach. Bring your gear to your athletic locker, or extracurricular area. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

The state mandated locker policy is as follows: "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant."

Any damage to lockers will result in the student being charged for repair or replacement.

(NOTE: Unauthorized locks may have to be removed in such a manner as destroys the lock. In this event, the school or its officials are not liable for the cost of that lock).

DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKER!

LOST AND FOUND

All lost articles should be turned into the school office. The lost and found area is located in the main entryway of the building. Any items found during the school year will be placed on the hanging rack located in the main entrance. Parents are encouraged to check this rack each time they enter the building. All lost and found items that remain at the end of each quarter will be boxed up and donated to a local charity.

The school assumes no responsibility for lost or stolen articles. Keep all money or valuables on your person. If you wish, you may register your money or valuables in the office for safe-keeping until the end of the day, at which time it must be picked up. Physical education students and athletes may register valuables with the physical education instructor or coach. Keep lockers and desks neat and clean at all times. Be very careful about leaving books in classrooms and in study hall. Place them in your locker. Remember that all books must be accounted for. Both class lockers and athletic lockers should be kept closed and locked. Periodic inspections shall be made of lockers by the principal or superintendent.

STUDENT DRESS

The Board of Education endorses the concept that appropriate school attire is conducive to a learning atmosphere. The responsibility for the appearance of students in the public schools of this district rests with the parents and the students themselves. Therefore, parents are urged to assist the school in insuring that their children wear appropriate clothing to school. Students are given the opportunity to determine their own dress and appearance provided that it is in good taste and not disruptive to the educational process. Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

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

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

General guidelines for appropriate dress include:

- No clothing is allowed that is vulgar, profane, or otherwise inappropriate (displaying sexual reference, violence, alcohol, tobacco, or other drugs). No clothing is allowed that belittles another or shows intolerance of different races, cultures, or religions.
- Shorts (including running shorts), skirts, skorts (skirt/short combo), and dresses must EXCEED extended arm/finger tip length or Mid-thigh whichever is longer.
- Wearing only leggings (with no shorts, skirt, or skort over them) is not acceptable.
- Pants/Jean must be worn at the waist (No sagging). No holes that expose skin or undergarments are allowed above the top of the kneecap. Areas of wear are allowed if they are neat.
- Any apparel or footwear that will damage school property (shoes that leave marks, cleats, spikes, etc.).
- There should be NO SKIN (or undergarments) visible between the bottom of your shirt and the top of your pants, in front and in back. Fabric of tops/shirt must overlap waistline of pants/shorts/skirts (no exposed midriffs).
- No undergarments should be seen (Male or female).
- Bareback/backless tops (bare back is defined as a shirt that exposes the back below the bottom of the shoulder blades) and strapless tops are not acceptable.

- No clothing that reveals any cleavage. Neckline should be no lower than 3 inches below the base of your neck (A quick test: Make a fist and hold it at the base of your neck. It should touch the top of your shirt neckline).
- Tank tops may be worn during school hours if they meet the other standards of dress code.
- No tube-tops are allowed.
- Spaghetti straps must be covered by another shirt at all times.
- Males must wear shirts at all times. Skin should be covered to the sternum or breastbone level of the body.
- Sheer shirts need to have a T-shirt underneath.
- No cut-off shirts of any kind are to be worn (boys or girls).
- Hooded sweatshirts may be worn but the hoods must not be pulled over the head.
- Sunglasses, caps, and hats are not to be worn during the school day, and must remain in the student's locker.
- In consideration of others, all students should follow good hygiene practices.
- State laws require that shoes are worn in public places.

If any staff member or administrator feels that a student is in violation of the dress code, it will result in:

First Offense-Warning and asked to change. Warning will be recorded in JMC.

Second and Subsequent Offenses-Detention, In-School Suspension, or Out-of-School Suspension.

Faculty, staff, and/or administration will correct any condition felt to be detrimental to the welfare of the student or of the student body. Students will be expected to cooperate with staff and administration regarding dress and appearance. Hancock Public School reserves the right to send a student home to change into appropriate clothing, or to retain the student in the office until the end of the school day.

COATS

Due to safety concerns, coats are not allowed in the classrooms. Student are encouraged to dress in layers. This will allow them to adjust to the varying temperatures within the school building.

BUS TRANSPORTATION - RULES AND REGULATIONS

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Riding the school bus is a privilege, not a right. Choosing to display unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. Students are to obey the bus driver. The bus driver has the right to assign seats at his discretion. The building principal is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the district shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day, or until released to the parent/guardian in a manner consistent with guidelines on release of students.

BEHAVIOR GUIDELINES AND CONSEQUENCES

OFFENSES

1. Spitting
2. Horseplay
3. Excessive noise
4. Eating or drinking on bus
5. Leaving seat while bus is in motion
6. Failing to face forward
7. Squirt guns/liquid type containers in any form (except those intended for lunch box use)
8. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
9. Riding unassigned bus without permission
10. Throwing/shooting of any objects
11. Other offenses as reported by the driver or principal
12. Hanging out of windows
13. Physical aggression against any person
14. Use of tobacco or any controlled substance
15. Vandalism to bus (restitution will be made)
16. Lighting of matches, firecrackers or any flammable object or substance
17. Holding onto/or attempting to hold onto any door/tampering of the bus equipment
18. Other offenses as reported by the driver or principal
19. Any other action that the bus driver deems to be distracting or dangerous

CONSEQUENCES

- Warning
- Conference with bus driver and parent(s)
- Conference with bus driver and/or principal/dean of students
- Assigned Seats
- Suspension of riding privileges
- Loss of bus service

WEAPONS

Bringing a dangerous weapon onto school property is a violation of Federal and State law. It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property. A dangerous weapon can be called many things. It includes, but is not limited to, guns (including pellet guns, look-alike guns, and non functioning guns that could be used to threaten others), knives, clubs, mace, metal knuckles, numchucks, throwing stars, stun guns, laser pointers, ammunition, and explosives. It does not matter, for instance, whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death. There are some exceptions. If you have any questions about an exception, however, you must talk to your principal. Your principal alone can authorize an exception. You should also know that possession on school property includes on a school bus and on school property leased by the school. A student who brings a weapon to school shall be expelled for a period of one year. The principal, under appropriate circumstances, may recommend and the board may impose a lesser penalty.

SUSPENSION

In-School Suspension (ISS):

Students assigned to in-school suspension (ISS) will remain in a supervised study room for the entire school day. Students will be required to complete all assigned course work presented to them and honor the rules of the ISS room. Students assigned to out-of-school suspension (OSS) will be ineligible to attend school or participate in extra-curricular activities during the term of the suspension and will not be allowed on school property.

Students in grades 7-12 who are suspended from school (OSS) will receive the following credits or loss of credits in the classroom:

1st OSS – Student will receive full credit for work completed.

2nd OSS and any thereafter – Student will receive half credit for the work completed.

Any student receiving three in-school suspensions, out-of-school suspensions, or any combination of the two will lose open lunch privileges for three weeks. Any student receiving four in-school suspensions, out-of-school suspensions, or any combination of the two will lose open lunch privileges for the remainder of the semester or four weeks, whichever is longer.

-Students are reminded that receiving an out-of-school suspension is considered an absence.

After a student has been assigned two suspensions (Two in-school suspensions, two out-of-school suspensions, or a combination of the two), for every suspension that follows, a readmission conference between the dean of students or principal, student, and parent(s) is required before the student will be allowed to attend classes again.

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

MSHSL regulations: Hancock High School is a member of the Minnesota State High School League. All activities sanctioned by the MSHSL are governed by their rules and regulations. Each year a MSHSL Parent Permit must be signed by the student and a parent/guardian prior to participation in MSHSL-sanctioned activities. Students must also have a current physical and/or health questionnaire on file. In the event of MSHSL policy changes, MSHSL policy will supersede district policy. Questions regarding MSHSL rules should be directed to the Activities/Athletic Director.

Parent meetings: Coaches will schedule parent meetings prior to the start of each event to review expectations and to answer parents' questions.

Each school year a MSHSL Parent Permit and Health Questionnaire will be distributed to each student prior to participation in league activities, including rules and penalties. It is the responsibility of the student, parent, and/or guardian to read and sign MSHSL Eligibility information sheets prior to student participation in league activities.

Athletic Handbook: a Handbook will be distributed to parents at the parent meeting. Parents are expected to abide by the Handbook guidelines and regulations.

Insurance: Parents are responsible for injuries incurred by students who participate in extra-curricular activities. The school does not provide insurance for student injuries.

Transportation: Students must ride on school transportation to all events. Exceptions may be granted for a student to be transported by a parent - permission must be requested prior to the event and must have approval of the Activities/Athletic Director or Principal, who will notify the event supervisor (coach). Students must return from events on school transportation or with a parent. Parents taking their children home must notify the event supervisor in writing prior to leaving the event. Coaches will have sign out sheets available at all events. These transportation rules apply to all extra-curricular activities, whether or not they are MSHSL sanctioned. This includes band and choir contests and activities.

Academic Eligibility: To be academically eligible a student must be making satisfactory progress toward graduation. The district requires students to be passing all credits at the end of each evaluation period to be eligible for extra-curricular participation. Midterm reports, end of quarter report cards for Quarters 1 & 3, and end of semester report cards for each semester will be used for evaluation. Students will remain ineligible until they have a passing grade for two consecutive weeks in all subjects or until the next evaluation period for which they are passing all credits. Exceptions may be made for unusual or extenuating circumstances with administrative approval.

Illness: Students who are absent due to illness for afternoon classes will not be permitted to attend or participate in practice or events after school that evening. Friday absences will not be carried over to Saturday events. Parents must decide on non-school days if their child is healthy enough to participate in school activities.

Activity Fees: A participation fee will be charged for all activities. Junior High activities will have a fee of \$20 per student. High school activities will have a fee of \$30 per student. The maximum payment per family for the year will be \$150. Fees must be paid prior to the first event for each activity.

DANCES OR SIMILAR EVENTS

All such events must be sponsored by a school organization or group. A request to hold such an event must be presented in writing, with clear details, by the organization or group's supervisor. All such events must be chaperoned by the group's supervisor (or a replacement staff member secured by the supervisor) and other adults as determined and approved by the administration. Preliminary plans must be presented to the administration at least three weeks prior to the event, with final plans presented and in place one week prior to the event.

PROM

Each spring Prom is held for Junior and Senior students and their dates. Dates must be in grade 9 or higher. With administrative approval, dates may be graduates under the age of 21, or out of town dates.

WHAT TO DO IN CASE OF FIRE

In case you detect fire in the building, go to the nearest fire alarm box and break the glass or trip the hammer. This will set off the alarm system in the entire building. After sounding the fire alarm, leave the building by the nearest exit. Go down the assigned corridors and steps single file--DO NOT RUN. Discipline in case of fire or during drills will be rigid. We will not tolerate anything which will interrupt the normal flow of traffic to the exits. If a student sets off a fire alarm, either accidentally or for good reason, he/she should notify a teacher as soon as possible.

LIBRARY/MEDIA CENTER

Rules and regulations for use of the library/media center are those written by the librarian and have been approved by the administration.

ALCOHOL, TOBACCO AND NARCOTICS

The school board does not permit the use or possession of tobacco, alcohol, or narcotics on school premises, at school activities or on school buses. State law also requires schools to hold all students to the same rules and regulations of conduct, regardless of whether the student is older than 18. Items containing tobacco, alcohol or narcotics are subject to confiscation by school authorities, and in the event of confiscation will be made available to the student's parent or guardian by appointment, or to the legal authorities, if proper, under the circumstances.

VISITORS

The school is always happy to have parents and other adults visit the school. All visitors must stop in the main office and gain permission before visiting in school.

Student visitor regulations:

- 1) The visitor is the guest of an enrolled (host) student.
- 2) The host student must make the request for the visitor to be in school.
- 3) The host student's parent/guardian must approve the visit by phone call or written notice to the school office.
- 4) The visitor must pick up a visitor ID sticker from the office upon arrival. The sticker will identify the visitor and the host student. The sticker must be worn for the full length of the visit.
- 5) The visitor must be with the host student who made the request, for the entire length of the visit. If there are times or situations where it is impractical for the visitor to be with the host student, the visitor must report to the office until the host student goes to the office to get the visitor.
- 6) The name of the visitor and host will be given with the daily announcements.
- 7) The visitor is subject to the same rules and regulations as enrolled students.
- 8) If the visiting student is not following school regulations, he/she should be referred to the office and the office notified.

CONDUCT

Courtesy - Manners are the outward expression of the spirit within. Good manners show consideration for others.

1. Students are expected to exhibit acceptable behavior at school and all school functions.
2. If one treats others with consideration and respect, others will generally reciprocate.
3. Loud and boisterous behavior is not acceptable.
4. Being a good audience is part of social skills. Unison clapping, booing, whistling, use of cell phones or I-Pads, etc. are not acceptable at lyceums or other school functions.
5. Disrespect, insubordination, and defiance of authority will not be tolerated. Detention, revocations of privileges, suspension, or expulsion are in order in such cases.
6. Vandalism of public or private property is illegal and will be dealt with accordingly.
7. Help keep your school clean and neat in appearance by placing all of your belongings in your locker and all refuse in the wastebaskets provided.
8. Any corrective measures necessary will be handled at the discretion of the faculty and administration.

ACKNOWLEDGEMENT OF RECEIPT

Parents or guardians must return a signed acknowledgement indicating that they have read and understand the Student Handbook. The form can be found on the last page of this handbook.

DISCIPLINE

Philosophy of Discipline

It is the philosophy of this school district that quality education happens most consistently in an environment where good discipline practices are consistently followed. It will be a goal of this school to help develop self-discipline in every student in order that they may become responsible adult citizens. In accordance with this goal, we will use restorative principles to help students understand that the choices they make may result in negative consequences for which they will be expected to make restitution to those who have been affected by their actions.

Statement of Policy

It is the position of Independent School District 768 that a fair and equitable district wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted.

It is the responsibility of the school board and all school employees to safeguard the health and safety of each student. The school board and district administrators will support district personnel (i.e. to include all employees of the school district) who, in dealing with students on disciplinary matters, act prudently in accordance with state statute, state board of education regulations, and this proposed policy.

The following school board proposed policies apply district-wide:

I. Rules of Conduct

Disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in the school district:

A. Truancy and Unauthorized Absences

B. Damage to School or Personal Property

1. Vandalism
2. Theft

C. Physical Assault

1. A threat of bodily harm or death to another person without material physical contact may result in a parent/guardian conference and an initial suspension of up to five (5) days for all students in grades K-12 and referral to policy.
2. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the section of this policy dealing with “weapons”.
3. Students in grades K-12 who engage in fighting with another person will be suspended from the classroom or building for a period not to exceed three (3) days. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from “poking, pushing, shoving or scuffling”.
4. Direct attack with a weapon: Direct attack with a weapon shall be dealt with under the section of this policy dealing with “weapons”.

D. Verbal Assaults

E. Threats and Disruptions

1. Dangerous Threats
2. School Disruptions

F. Dangerous, Harmful, and Nuisance Substances and Articles

1. Use and/or possession of Alcohol
2. Use and/or possession of Drugs
3. Use and/or possession of Tobacco
4. Harmful or Nuisance Articles – possession of a weapon will result in:
 - a. An initial suspension for five (5) days;
 - b. Confiscation of the weapon;
 - c. Contact the Sheriff’s Department and;
 - d. A recommendation to the Superintendent that the student be expelled. “Possession” refers to having a weapon on one’s person or in an area subject to one’s controls on school property or at a school activity. “Weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, (used in a threatening manner) numchucks, throwing stars, explosives, stunguns, and ammunition. 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 in possession of a weapon.

G. Failure to Identify Oneself

- H. The violation of any state or local law or the violation of any federal law is unacceptable behavior.
- I. The following constitute unacceptable behavior:
1. Willful conduct which materially and subsequently disrupts the right of others to an education;
 2. Willful conduct which endangers school district employees, the pupil or other pupils or the property of the school; or
 3. Willful violation of any rule of conduct specified in this disciplinary policy.
- J. Cheating is defined as knowingly giving or taking answers or text from any source, i.e. another person, an answer key/solution manual, internet.
1. First offense is ZERO, notification of parents and ½ hour detention.
 2. Second offense is a ZERO, a conference with parent, and one day of IN SCHOOL SUSPENSION.
- K. Insubordination is defined as a student refusing to comply with a reasonable request of any staff members.
- L. Hazing and initiations are activities specifically prohibited by state law. The school will not allow these activities on the campus or sanction their use by any organization. Parents are encouraged not to allow their students to be involved in these potentially dangerous activities off the campus. People who violate this law are subject to charges of harassment, reckless endangerment, violation of civil rights, or child abuse.
- M. Public Displays of Affection are defined as affectionate acts, which are inappropriate in a public place.

II. Disciplinary Action

- A. Disciplinary action may include but is not limited to: Meeting with the teacher, counselor or principal; detention; loss of school privileges; lunch period restrictions; parental conference with school staff; modified school programs; removal from class; exclusion; suspension; notification and involvement from law enforcement; and expulsion, and duties as assigned by administration.
1. Detention will be held before or after school on Wednesdays. Students will be given a minimum of two days notice prior to serving detention. Students who skip detention will receive double the detention and are immediately ineligible for any extra-curricular practice or participation until detention is served.
- B. Parent/guardians shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act of 1974. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act of 1974.
- C. Parents, teachers and administration have a common interest in remedying the student's behavior problem. Contact may be made with the school social worker, school psychologist, chemical dependency counselors, or other special education personnel as deemed appropriate or as required by an Individual Educational Plan (IEP).
- D. When a student is removed from class for disciplinary reason the parent (s) may be notified. The second time the student is removed from the classroom the student may be suspended for one day.
- E. Special Education Students will be subject to the provisions of this policy if it is determined that their violations of school rules and regulation are not the results of the handicapping factors that placed them in a special education program and that the current I.E.P. (Individual Educational Program) is appropriate. This will be

determined by the principal and other appropriate personnel after an administrative conference.

- F. It is required now that school districts' discipline policies contain a provision that states' "A teacher, school employee, bus drivers or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws."

Detentions will be held on Wednesdays from 7:35 a.m. - 8:20 a.m. and from 3:15 p.m. - 4:00 p.m. Students serving detention will be expected to be present at the assigned times. This policy pertains to infractions occurring on the school grounds, during the school day or during school activities. Violation of bus rules and Minnesota State High School League rules will be penalized in conjunction with, or in addition to, the above mentioned infractions. The administration reserves the right to establish and enforce penalties for those behaviors which are detrimental to the orderly function of the school, but which are not specifically listed above, or to deviate from the listed guidelines for good reason.

RULES OF DETENTION HALL:

Students will receive a copy of the detention hall rules by the supervisor. A summary of the rules are:

- a. No sleeping
- b. No talking
- c. No gum, candy or pop
- d. Tardiness or infraction of above rules will result in further penalties
- e. Sit quietly and study or read.

COMPUTER/INTERNET USE POLICY

I. General Statement of Policy

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 while exchanging messages with people around the world. It is the intention of the board of education, administration, and faculty to provide guidance and instruction in the use of the computer/Internet to the students of Hancock School.

II. Responsible Use Of The Computer/Internet

Users are prohibited from using school Computer/Internet resources or accounts for the following purposes:

1. To access, upload, download or distribute games, pornographic, obscene or sexually explicit material, or any other non-educational material.
2. To transmit or receive obscene, abusive or sexually explicit language.
3. To violate any local, state or federal state.
4. To vandalize, damage or disable the property of another person or organization.
5. To access another person's materials, information or files without the direct permission of that person.
6. To violate copyright laws, or otherwise use another person's property without the person's prior approval or proper citation including downloading or exchanging of pirate software or copying software to or from any school computer.
7. Unauthorized commercial use or financial gain.

III. Consistency With Other School Policies:

Computer/Internet uses shall be consistent with existing school district policies.

IV. Computer/Internet Use Agreement:

The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school districts.

The Computer/Internet Use Agreement form must be read and signed by the user, the parent or guardian, and the supervising teacher before students will be permitted to use school computers. The form will be placed on file at the high school office.

V. Sanctions:

Violation of Hancock School's Computer/Internet policy shall result in one or more of the following sanctions:

1. Loss of Computer/Internet use privileges.
2. Additional disciplinary action consistent with the discipline policy as stated in the student handbook.
3. Referral to the appropriate law enforcement agencies.

APPENDIX SECTION

Appendix A	The Pupil Fair Dismissal Act of 1974
Appendix B	Non-Discrimination Policy
Appendix C	Policy Prohibiting Harassment and Violence
Appendix D	Bullying Prohibition Policy
Appendix E	Hazing Prohibition
Appendix F	School Weapons Policy
Appendix G	Complaint Report Form

APPENDIX A
THE PUPIL FAIR DISMISSAL ACT OF 1974

Pupils: Suspension, Exclusion and Expulsion - Chapter 572 S.F. No. 2580 (Coded)
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;

Section 1

127.26 Citation of Sections 127.26 to 127.40 Sections 127.26 to 127.40 may be cited as "The Pupil Fair Dismissal Act of 1974"

Section 2

127.27 Definitions

Subd. 1. As used in Sections 127.26 to 127.40 the terms defined in this section shall have the meanings assigned them.

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

Subd. 3. "District" means any school district or organized territory.

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

Subd. 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.

Subd. 6. "Parent" means (a) one of the pupil's parents, or (1) in the case of divorce, legal separation, or illegitimacy, the custodial parent.

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

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

Subd. 9. "School Board" means the governing body of any school district or unorganized territory.

Subd. 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 ten 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 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds ten days.

Section 3

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 which may result in suspension, exclusion, or expulsion.

Section 4

127.29 Grounds for Dismissal

Subd. 1. No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in a special class or assistance from other agencies.

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

- a) Willful violation of any reasonable school board regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
- b) Willful conduct which materially and substantially disrupts the rights of others to an education;
- c) Willful conduct which endangers the pupil or other pupils, or the property of the school.

Section 5

127.30 Suspension Procedures

Subd. 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.

Subd. 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 127.40, 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.

Subd. 3. Notwithstanding the provisions of Section 5, 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 ten days.

Section 6

127.31 Exclusion and Expulsion Procedures

Subd. 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.

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

- a) Be served upon the pupil and his 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 127.40;
- 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; and
 - 4) Confront and cross-examine all witnesses.

Subd. 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.

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

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

Subd. 6. The pupil shall have a right to a representative of his/her 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.

Subd. 7. The hearing shall take place before

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

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

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

Subd. 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 or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

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

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

Subd. 13. The recommendation of the hearing officer or school board member of 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.

Subd. 14. The decision by the school board shall be based on 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 recommendations. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to appease the parties and the commissioner of education of the basis and reason for the decision.

Section 7

127.32 Appeal

An exclusion or expulsion decision made pursuant to Sections 127.26 to 127.40 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 review as provided in Section 127.33.

Section 8

127.33 Judicial Review

The decision of the commissioner of education made pursuant to Sections 127.26 to 127.40 shall be subject to direct judicial review in the district court of the county in which the school district or any part thereof is located. The scope of the judicial review shall be as provided by Minnesota Statutes 1971, Section 15.0425.

Section 9

127.34 Reports to Service Agency

The school board shall report any action taken pursuant to Sections 127.26 to 127.40 to the appropriate public service agency, when the pupil is under the supervision of such agency.

Section 10

127.35 Non application action of Certain Law

The provisions of the Minnesota Statutes 1971, Section 120.10, Subdivision 1, shall not apply to any pupil during a dismissal pursuant to Sections 127.26 to, 127.40.

Section 11

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.

Section 12

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 public school.

Section 13

127.38 Policies to be Established

The commissioner of education shall promulgate guidelines to assist each school board. Each school board member shall establish uniform criteria for dismissal and adopt policies and rules in writing to effectuate the purposes of Sections 127.26 to 127.40. 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 for readmission.

Section 14

127.39

Sections 127.26 to 127.40 shall not be deemed to amend or otherwise affect or change Minnesota Statutes, 1973 Supplement, Section 363.03, Subdivision 363.03, Subdivision 5, Clause (2)

Section 15

Sections 127.26 to 127.40 shall apply only to those portions of the school program for which credit is granted.

Section 16

Repealed

Minnesota Statutes 1971, Section 127.01, is repealed. Approved April 11, 1971

APPENDIX B
NON-DISCRIMINATION POLICY

It is the policy of Independent School District No. 768, Hancock, Minnesota 56244 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 Educational 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, Hancock, Minnesota 56244; (320)392-5621.

GRIEVANCE PROCEDURE FOR NON-DISCRIMINATION POLICY

1. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the Superintendent of Schools. The grievance must be filed within 7 calendar days of the alleged discriminator act/conduct or it is waived.
2. The person designated to handle complaints shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. A decision shall be made by the designated official and such decision shall be communicated to the complainant within 15 calendar days of the initial reception of the complaint.
3. If the designated official finds that the complaint is justified he/she shall initiate action to rectify the complaint.
4. If the designated official finds that the complaint is not justified, he/she shall so notify the complainant in written communication.
5. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent of Schools, no later than 15 days of the written decision of the designated official.
6. 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 and may request that others testify in the complainant's behalf. The designated official will present the findings of the investigation called for in Step B. The Board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.
7. If the complainant is not satisfied with the decision of the Board, appeal may be made to one of the following officers:
 - Equal Employment Opportunity Commission (EEOC)
 - Commissioner of Human Rights
 - Director of The Office of Civil Rights

APPENDIX C

SCHOOL BOARD POLICY PROHIBITING HARASSMENT AND VIOLENCE

A. GENERAL STATEMENT OF POLICY

It is the policy of the Independent School District, No. 768 (the "School District") 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 or communication of a sexual nature or regarding religion and race as directed 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.)

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.

B. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

1. 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 the sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
 - d. Sexual harassment may include but is not limited to:
 - 1). unwelcome verbal harassment or abuse; (example: accusations of promiscuity or homosexuality)
 - 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, administration or 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; or
- 6). unethical behavior or words directed at an individual because of gender. (example: restroom graffiti)
2. **Racial Harassment: Definition** Racial and ethnic harassment consists of physical or verbal conduct relating to an individual's race or ethnic background when the conduct:
- a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - c. otherwise adversely affects an individual's employment or academic opportunities.
3. **Religious Harassment: Definition** Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
- a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - c. otherwise adversely affects an individual's employment or academic opportunities.
4. **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:
- a. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
5. **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.
6. **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.
7. **Assault: Definition** Assault is:
- a. an act done with intent to cause fear in another of immediate bodily harm or death;
 - b. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - c. the threat to do bodily harm to another with present ability to carry out the threat.

C. REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial, ethnic 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, ethnic 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 the Superintendent;

1. In Each School building: The building principal is the person responsible for receiving oral or written reports of religious, ethnic, racial, or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial, ethnic, sexual harassment or violence shall inform the building principal immediately.
Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. 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.
2. In The District: The School Board hereby designates the Superintendent as the School District Human Rights Officer to receive reports of complaints of religious, racial, ethnic, or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the School Board Chair. The School District shall conspicuously post the name of the Human Rights Officer, including mailing addresses and telephone numbers.
3. 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.
4. Use of formal reporting forms is not mandatory.
5. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

D. INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial, ethnic, 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 alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

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 their 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.

E. SCHOOL DISTRICT ACTION

1. 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.
2. 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.

F. 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 reports 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.

G. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

H. HARASSMENT OR VIOLENCE AS ABUSE

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

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

I. DISSEMINATION OF POLICY AND TRAINING

1. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
2. This policy shall appear in the student handbook.
3. The School Districts will develop a method of discussing this policy with students and employees.
4. This policy shall be reviewed at least annually for compliance with state and federal law.

APPENDIX D

Adopted: _____

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. 2014

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

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 cyberbullying as defined in this policy.

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

- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

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

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited

conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. 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 schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

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

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
 Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.69 (Hazing Policy)
 Minn. Stat. § 124D.10 (Charter School)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

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

APPENDIX E

526 HAZING PROHIBITION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. 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. 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 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 reports of hazing at the building level. Any person may report hazing directly to a school official designated by this policy.
- 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.
- C. 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 student, 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 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. 121A.69 (Hazing Policy)

Minn. Stat. 121A.40-121A.56 (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)

APPENDIX F

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 non student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades, clubs; metal knuckles; laser pointers numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e. lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

IIV. 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 or non 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 for students or non students 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.
- C. 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.
- D. Firearms in School Parking Lots and Parking Facilities
A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically 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.

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V. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY STUDENTS

- A. The school district 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 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 NON STUDENTS**
- 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.

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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.

APPENDIX G
Hancock School District No. 768
Complaint Report Form

Hancock School District No. 768 maintains policies prohibiting bullying, discrimination, harassment, or hazing against any students or employees. This form should be used to file a complaint for violation of the following policies: Bullying, Harassment, Hazing, Non-discrimination.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person(s) you believe violated a policy: _____

Person who was the target of the policy violation: _____

Where and when did the incident(s) occur? _____

List any witnesses who were present: _____

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 necessary).

This complaint is filed on my honest belief that _____ has violated a district policy prohibiting bullying, discrimination, harassment, or hazing against students or employees. 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

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I verify by signature below that I have received and read a copy of the
HANCOCK PUBLIC SCHOOL SECONDARY STUDENT HANDBOOK
for 2017-2018.

Student's name(s): _____

Grade(s): _____

Parent's Signature: _____

Date: _____