

Cedar Mountain Middle/High School

HOME OF THE COUGARS

STUDENT HANDBOOK 2026-2027

Cedar Mountain School District

207 Gallagher St.

Morgan, MN 56266

(507) 249-5880

[School Website](#)

Cedar Mountain Middle/High School Core Values

Cougar PRIDE: Positive Relationships, Inclusive, Dedicated, Excellence.

Welcome to the 2026-2027 school year! As MS/HS Principal, I am excited to partner with our students and families to uphold our Cougar PRIDE values—Positive Relationships, Inclusive, Dedicated, and Excellence. This handbook outlines the essential policies and expectations for a safe and disciplined learning environment. Please review these procedures carefully, and never hesitate to contact the MS/HS office or me directly with any questions.

Cedar Mountain Middle/High School Administration

Mr. John Cselovzski, Superintendent of Schools

Mr. Tony Miller, MS/HS Principal

Ms. Julia Garms, Elementary Principal, Grades Pre-K - 5

Mr. Jeremy Robinson, Activities Director

Board of Education

Joseph Sullivan, Chairman

Jennifer Rose, Vice-Chairman

Brycen Christensen, Clerk

Ashley Heibel, Treasurer

Christine Sherman, Director

Jill Haala-Helget, Director

Jeffrey Sorenson, Director

School Colors

Navy Blue and Columbia Blue

School Mascot

Cougar

School District Website**School Song**

Cedar Mountain hats off to thee
To our colors true we shall ever be
Firm and strong United are we
Fight fight fight fight
Fight fight fight fight
Hats off to Navy and Blue

Appendixes

[Appendix A](#) - Policy 514 BULLYING PROHIBITION POLICY

[Appendix B](#) - Policy 505 DISTRIBUTION OF NON SCHOOL-SPONSORED MATERIALS
ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

[Appendix C](#) - Policy 413 HARASSMENT AND VIOLENCE

[Appendix D](#) - TOBACCO FREE ENVIRONMENT



CEDAR MOUNTAIN SCHOOLS

2026-2027 Calendar



JULY						
S	M	T	W	TH	F	S
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5	6	7	8	9	10	11
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26	27	28	29	31		

AUGUST						
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SEPTEMBER						
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DECEMBER						
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August	Teacher flex PD (1)
August 26	New Teacher Staff Development Day
Aug. 31- Sept. 3	Back to School Workshop Week
September 2	MS/HS Open House (Grades 6-12) 3:30-7:30 (1.5)
September 7	Labor Day - No School
September 8	MS/HS First Day of School
September 8	Elementary Back to School Conferences 8:35-7:35 (1.5)
September 9	Elementary PreK-5 First Day of School
October 8	MS/HS Conferences 3:30 - 7:30 (1.5)
October 14	Early Dismissal 12:00PM Staff Development
October 15-16	MEA Break - No School
October 23	Early Dismissal 12:00PM Staff Development
November 6	End of Quarter 1
November 9	No School - Staff Development
November 17	Elementary Conferences 3:30 - 7:30 (1.5)
November 26-28	Thanksgiving Break - No School
December 22	Early Dismissal 12pm, Staff Development
Dec. 23-Jan. 3	Winter Break
January 8	Early Dismissal 12:00PM Staff Development
January 21	End of Quarter 2
January 22	No School - Staff Workday
February 12	No School - Staff Inservice
February 15	No School - Presidents Day
February 25	Elementary & MS/HS Conferences 3:30-7:30 (1.5)
March 12	Early Dismissal 12PM, Staff Development
March 24-29	Spring Break-No School
April 8	End of Quarter 3
April 9	No-School-Staff Development
April 15	Elementary & MS/HS Conferences 3:30-7:30 (1.5)
May 7	Early Dismissal 12:00PM Staff Development
May 31	Memorial Day, No School
June 3	Last Day of School - Early Dismissal 12p
June 3	End of Quarter 4
June 4	Graduation, No School, Teacher Workday

MS/HS Days	Elem Days (Sems)
Qtr 1 42	42 Semesters 1/22
Qtr 2 48	44 Semesters 6/3
Qtr 3 48	41
Qtr 4 38	44
	Total Student Days 171
	Total Staff Days 183

KEY	
Red	School is not in session
Blue	Parent/Teacher Conferences
Green	Elem. Back To School Conferences
Yellow	Teacher Staff Development Day/Teacher Work Day (School not in session)
Light Green	MS/HS End of Quarter - School is in Session
Dark Green	Graduation
Pink	Early dismissal for SD 12:00PM

JANUARY						
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JUNE						
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27	28	29	30			

Middle/High School Faculty and Staff

MS/HS Staff Phone Directory 2026-2027

<u>S/HS Staff</u>	<u>Department/Title</u>	<u>Ext.</u>	<u>MS/HS Staff</u>	<u>Department/Title</u>	<u>Ext.</u>
Beebout, Joshua	Science	206	Miller, Tony	Principal	888
Bolton, Ethan	Social Studies	208	Nachreiner, Mary	SPED	132
Carabit, Myles	Science	205	OT, Speech, D/HH	SPED	218
Coffland, Anna	Para Support	300	Palokangas, Preston	Academic Counselor	125
Conference Room	Conference Room	109	Poppe, Jacki	SPED	122
Computer Lab	Computer Lab	101		Dashir (Basement #)	665
Cselovszki, John	Superintendent	899	Robinson, Jeremy	6th Grade SS-Math-Athletic Director	209
FACS Room	FACS Room	201	Schwartz, Veronica	AG	203
File Room		301	Seifert, Sandy	Attendance Secretary	881
Hafner, Joe	TECH	204	Sorenson, Paula	Art	103
Dashir Office	Custodial	123 120	Staff Lounge		107
Johnson, Brittany Wood Shop Metal Shop	AG	117 116 118	Tietz, Dawn	Media Center - Library	110
Johnson, Seth	Finance	141			
Kitchen Office	Kitchen	130	Walker, Nathan	Language Arts	105
			Wester, Hailey	SWWC Mental Health	302
Krehbiel, Tyler	TECH	204	Wiebe, Adam	Language Arts	106
Heffner, Mariah	Dakota Language	202		Nurse	113
Mathiowetz, Angie	Administrative Assistant	880	Ziller, Debora	Human Resources Executive Assistant	892
			Zimmer, Peggy	Finance	893

CEDAR MOUNTAIN PUBLIC SCHOOLS STRATEGIC PLAN 2026-2031



CORE VALUES

**Academic Excellence and Future Readiness
Safety, Respect, and Belonging
Collaboration**

BELIEF STATEMENTS

- We believe in providing high-quality, well-rounded instruction to ensure every student is prepared for life and success after graduation.
- We believe in fostering a safe, positive, and respectful environment that builds character traits, including kindness, empathy, and compassion.
- We believe that active partnerships between our school, families, and the community are the foundation of student success and a thriving district.
- We believe in transparent, data-driven decision-making and assertive leadership that gives our community confidence in the district's direction.
- We believe in strategically allocating financial resources to prioritize the tools and environments students need to excel in the real world.

MISSION STATEMENT

Cedar Mountain Schools, in partnership with parents and community, collaboratively provides an environment where learners develop to their fullest potential in an ever-changing world.

VISION STATEMENT

High expectations. High achievement. Every building. Every child.

PORTRAIT OF A GRADUATE TRAITS

**Effective Communicator
Critical Thinker and Problem Solver
Self-Confident and Self-Sufficient
Civic-Minded Community Member
Integrity and Empathy**

STRATEGIC PLAN FOCUS AREAS

**Student Success
and Civic
Readiness**

**Staff Support and
Professional
Excellence**

**Facilities and
Fiscal
Responsibility**

**Communication
and Family
Engagement**

ADOPTED 2-18-26

Focus Areas	GOALS	OBJECTIVES
Student Success and Civic Readiness	Goal Statement 1: Foster academic excellence and life preparedness by utilizing data-driven literacy instruction, expanding career pathways through Xello, and supporting holistic well-being through the RISE framework.	Objective 1.1. Foundational Literacy: Starting in 2026, 100% of Preschool teachers will implement Early Childhood LETRS (Language Essentials for Teachers of Reading and Spelling) strategies, verified by checklists 3x per year. Objective 1.2. Reading Proficiency: Starting in 2026, increase District MCA (Minnesota Comprehensive Assessment) IV reading scores to 45% or higher by 2027-28, supported by FastBridge growth targets (75% of students meeting "Typical Growth"). Objective 1.3. Targeted Intervention: Starting in 2026, use Capti diagnostics for all students identified as "At Risk" by FastBridge to remove specific literacy barriers within 10 school days. Objective 1.4. Xello and Career Exploration: Starting in 2026, implement Xello as a comprehensive, student-centered platform designed to help students from elementary through high school explore careers, plan their education pathways, and prepare for life after graduation. Objective 1.5. RISE and Life Preparedness: Starting in 2026, utilize RISE plans in grades 6-12 (integrated with Xello data) to monitor course progress and career goals. Meet with students to update plans based on Career and Technical Education (CTE) experience and future guidance. Objective 1.6. Fine Arts and Career and Technical Education (CTE): By the Fall of 2027, Restore the Choir program and expand CTE trade offerings, ensuring non-sporting students have high-engagement opportunities. Objective 1.7. Cougar Connections: During the 2026-27 school year, develop a vertical mentoring (High School students with Preschool/Elementary) program that will offer meaningful engagement between high school and elementary students twice per semester to build K-12 unity.
Staff Support and Professional Excellence	Goal Statement 2: Invest in our educators by providing systematic resources, fostering a unified culture, and equipping staff with the tools necessary to maintain instructional excellence.	Objective 2.1. Curriculum Cycle: Starting in 2026, adhere to the District Curriculum Review Cycle for all subject areas (including Social Studies and Science) to ensure modern materials and systematic professional development. Objective 2.2. Vertical Transitions: Starting in 2026, implement quarterly transition PLCs (Professional Learning Communities) to synchronize standards-based curriculum and instruction across buildings. This initiative ensures a seamless academic pathway and a supportive transition for students moving from elementary to secondary school. Objective 2.3. Library Revitalization: Modernize the Secondary Library by 2028, updating book offerings to bridge the "reading for joy" culture of K-5 with the research needs of 6-12. Objective 2.4. Middle School: By 2031, complete the transition to a modified middle school model (propose grades 6-7) with specialized training and advisory structures. Objective 2.5. Professional Equity: Provide annual training on diversity vs. inclusion and equity vs. equality to ensure every student receives the specific support they need to succeed.

ADOPTED 2-18-26

Focus Areas	GOALS	OBJECTIVES
Facilities and Fiscal Responsibility	Goal Statement 3: Maintain financial stability while providing safe, well-maintained facilities through disciplined fiscal management, the 10-year Long Term Facilities Maintenance (LTFM) plan, and strategic infrastructure improvements.	Objective 3.1. Long Term Facilities Maintenance (LTFM) and Infrastructure: Starting in 2026, utilize the 10-year LTFM plan to keep up with essential building repairs, specifically focusing on the scheduled roofing cycle and building longevity. Objective 3.2. Security and Safety: Starting in 2026, maintain and upgrade the district's existing secure entry plan and surveillance systems at both the Franklin and Morgan sites. Objective 3.3. Morgan Middle School/High School Bus Safety: By the start of the 2027-28 school year, construct a dedicated, safe bus drop-off and pick-up area adjacent to the Middle School/High School in Morgan. This project will improve student safety during daily arrivals/departures and streamline local traffic flow. Objective 3.4. Playground Modernization: By the start of the 2026-27 school year, create a plan with community input to modernize the elementary playground, ensuring it is a safe, inclusive, and engaging space within capital improvement budgets. Objective 3.5. Fiscal Stewardship: Starting in 2026, maintain a balanced budget and conduct a comprehensive daycare operational audit by the end of the 2025-26 school year to ensure the program remains self-sustaining. Objective 3.6. District Unity: Starting in 2026, ensure facilities and signage at both sites reflect a unified "Cougar" identity.
Communication and Family Engagement	Goal Statement 4: Be the "First Choice" district for families by establishing unified communication through ParentSquare and Infinite Campus, maintaining a simplified digital presence, and fostering direct dialogue with community leaders and open-enrolled families to ensure transparent, district-wide growth.	Objective 4.1. The Communication Standard: By 2028, fully transition to ParentSquare as the primary hub for engagement (messaging, newsletters) and Infinite Campus as the official portal for student data (grades, attendance). Objective 4.2. User-Friendly Website: Starting in 2026, maintain a "de-layered" website with a "Two-Click Rule" ensuring high-traffic info (calendars, menus, and directories) is accessible within two clicks. Objective 4.3. Community Advisory Committee: By the end of the 2025-26 school year, establish a committee of local business and community leaders to provide an outside perspective on district planning and direction. Objective 4.4. Family Re-Engagement Initiative: By the end of the 2025-26 school year, reach out to district families currently open-enrolled elsewhere to share our new strategic direction and invite them to a personal dialogue with the administrative team to discuss returning to the district. Objective 4.5. Biannual Inventory: Starting in 2027, distribute a "Strengths and Weaknesses" inventory to all parents every two years via ParentSquare, sharing results transparently to guide board decisions. Objective 4.6. Staff Onboarding and Community Integration: Starting in 2028, enhance the onboarding process by providing new hires with a "Community Resource Guide" that includes local housing contacts and links to regional career hubs, helping new staff and their families feel welcomed and informed as they transition into the district.

ADOPTED 2-18-26

STUDENT/PARENT HANDBOOK

This handbook was approved by the Cedar Mountain Public Schools' Board of Education at its regular monthly meeting in August. Any changes or amendments made during the year will be posted in the Daily Announcements which is viewable on the school [website](#). If you have any questions about a provision in the handbook, please contact administration.

COMMUNICATION AND ACTIVITIES

ParentSquare Introduction

ParentSquare was purchased to replace Remind and easily enable communication between parents, students, and staff. It provides two-way messaging (app notification, text, and email), auto-translation, and school-wide tools like emergency alerts, forms, permission slips, and document sharing.

Getting Started for Students:

1. Visit <https://www.parentsquare.com/signin> or use the ParentSquare App.
2. Select the "Sign in with Google" option and log in with your school Google Account.

Getting Started for Parents:

1. Visit <https://www.parentsquare.com/signin> or use the ParentSquare App.
2. Enter your email address to get started (on the website, enter it under the "Register" section).
3. Create your user account; it will automatically connect to your student's records.

CELL PHONES and Personal Electronic Communication Devices

This year, the board approved an updated cell phone policy to better support student learning, safety, and social development. Over the past several years we've seen that phones create major distractions in class, fuel social conflicts, and make it harder for students to fully engage with peers and teachers. The district views lunch as a key social time where students should practice talking to each other and build social skills. Communication with students during the day will be routed through the office and ParentSquare, so parents can still reliably contact their children when needed. The goal of this change is not to punish students, but to give them space to focus, to build healthier in-person relationships, and to reduce the pressure of being "always online" while they are at school.

"Away for the Day" Policy

- **Middle School (6–8):** Phones off and away all day. **High School (9–12):** Phones off and away during instructional time; lunch-time access (30 Min) allowed under a structure designed by administration.
- **Mandatory Storage:** Devices must be stored in the student's assigned locker or a backpack, and not on their person.

- **Emergency Contact:** For parent-to-student communication in an emergency, parents must call the MS/HS Office at **(507) 249-5990**. Students needing to call home must use the office phone.
- **Medical Exemption:** Students requiring a device for health monitoring (e.g., continuous glucose monitors) must have an approved 504 plan or health plan on file.
- **Staff Requirement:** Staff must model this policy by keeping personal devices out of sight in front of students.

Progressive Enforcement

Offense	Action Taken	Phone Storage/Retrieval
1st Offense	Verbal warning & rule reminder.	Student stores phone on teacher's desk until end of period.
2nd Offense	Staff confiscates phone; incident logged.	Phone sent to MS/HS Office; student picks up at final bell.
3rd Offense	Staff confiscates phone; parent/guardian notified.	Phone sent to MS/HS Office; only a parent/guardian can pick it up.
Repeated/Chronic	Behavior contract or temporary ban on device.	Phone must be checked into the MS/HS Office immediately upon arrival daily.

Health Office Information

If a student becomes ill at school, the student's temperature will be taken, and he/she may rest in a quiet area. If the student continues to feel ill, the parent/guardian will be called and asked to come and pick up their child.

General guidelines are listed below but exceptions can occur when there are attendance concerns or special health conditions. A child should not come to school (and will be sent home from school) if they have:

- A fever of 100 degrees or more in the past 24 hours
- Vomiting or diarrhea in the past 24 hours
- A skin rash that may be disease related
- Open/draining skin sores that cannot be covered
- Inflamed or draining eyes or ears until seen by a health care provider
- Severe, persistent, uncontrollable cough

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or staff. Health Office staff will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Individual Health Plans

If your child has any health concerns, such as allergies, diabetes, asthma, seizures or any other specific diagnosis, be sure that the school staff and health office are aware of this condition. Please list that concern each fall on the Annual Health & Emergency form that is to be completed each school year. Signatures are required from a parent/legal guardian to manage student medications and for approval of a health plan. The health office staff will review the completed parent medication form before any new medications are administered.

Medications

Please work with your doctor to schedule medication times so that medications can be taken at home. If a medication needs to be given during school hours the following procedures must be followed:

- For over the counter medication (such as tylenol or Ibuprofen):
- Medication Authorization Form must be completed, signed by the parent or guardian, and medication brought to the health office.

- For prescription medication such as inhaler, controlled medications, Epi-Pens:
- Medication Authorization form must be completed, signed by the Physician AND parent/guardian, and medication brought to the health office.

Any medication given during the school day must be age-appropriate, brought in an original container or labeled prescription bottle. The medication should not be expired(as indicated on the label). Requests for medication administration must be specific about how the medication needs to be given. Parents should bring medications to school to ensure safety.

Immunizations

In order to enroll or remain enrolled in any elementary or secondary school in Minnesota, the Minnesota Immunization Law requires parents/guardians of students to provide documentation of specific immunizations for their child. This law also provides for the exclusion of students from school if they do not meet the minimum immunization requirements. Notification is sent to parents/guardians when vaccinations are needed. If your child has a medical reason why they should not receive a vaccine or if you are conscientiously opposed to your child receiving it, legal documentation is still required. Please assist us by providing the information when requested. Feel free to address your questions or concerns with the principal or school nurse.

School Head Lice Policy

Parents will be informed immediately if their child is found to have lice on their head. Students are not required to be lice free but are required to receive treatment prior to returning to school. School nurses will provide education and information material on Head Lice to parent/guardian upon request. The school will not inform parents of head lice cases in the classroom and it is the parents's responsibility to monitor and check for head lice throughout the school year.

HALL PASSES: THE DIGITAL SMART PASS SYSTEM

Cedar Mountain Middle/High School uses the **Digital Smart Pass system** for all student movement in the hallways and out of class during instructional time. This digital system ensures student safety, accurate attendance tracking, and accountability. Being in the hallway without a valid digital pass is considered skipping and will result in disciplinary action.

How to Leave Class (Hallway Passes)

Students must use their school-issued Chromebooks to request permission to leave class, including to visit the restroom, library, or MS/HS Office.

1. **Request:** Open the Smart Pass system on your Chromebook and select your destination, providing a brief reason and estimated time needed.
2. **Authorization:** Wait for your teacher to authorize the request, which generates your digital pass.
3. **Exit/Return:** Show the digital pass to your teacher before leaving. When you return, promptly end the pass on your device.

Device Rules While on a Pass

- **Round-Trip Passes (e.g., Restroom):** Your Chromebook and cell phone must remain secured in the classroom.
- **One-Way Passes (e.g., Library, Shop, MS/HS Office):** You must take your Chromebook with you.

Leaving the School Building (Check-Outs)

Any student needing to leave the school campus during the school day (e.g., for medical appointments or family emergencies) must follow the formal check-out procedure:

- A parent/guardian must contact the MS/HS Office, either by phone at **(507) 249-5990** or in writing, *before* the student's departure time.
- The student must report to the MS/HS Office to sign out and receive an out-of-building pass.
- Failure to follow this procedure may result in the absence being counted as unexcused.

Attendance and Absence

Consistent and punctual attendance is essential for academic success and is a top priority at Cedar Mountain Middle/High School.

Excused vs. Unexcused Absences

An absence is defined by a simple, clear standard:

- **Excused Absence:** An absence is excused **only** when a parent or legal guardian has contacted the MS/HS office by phone or in writing to report the absence.
 - *Note:* The school retains administrative discretion to request a third-party note (e.g., from a medical professional) if a student accumulates numerous absences.
- **Unexcused Absence:** An absence is unexcused if a parent or legal guardian does not contact the MS/HS Office. Unexcused absences will result in disciplinary consequences and count toward the truancy process.

Reporting an Absence

Parents/guardians must call the MS/HS Office at **(507) 249-5990** by **9:00 am** on the day of the absence.

School-Authorized Absences

The following absences are automatically excused and **do not** count toward the Maximum Absence Rule or the truancy process:

- Participation in school-authorized activities (curricular or extra/co-curricular).
- Official religious holidays or traditional spiritual practices.
- Death in the immediate family.

Maximum Absence Rule

A student who misses class more than **10 times per semester** (counting all excused and unexcused absences, excluding School-Authorized Absences) will be subject to review by the Attendance Committee (Principal, Counselor, and a teacher).

Make-Up Work

Students must complete all missed work following an absence, including excused and unexcused absences.

- Students generally have two school days to complete missed work for the first day absent, and two days for each subsequent day missed, unless otherwise arranged with the teacher.

Truancy Policy

Cedar Mountain Public Schools adheres to Minnesota law, which requires students under 18 to attend school (Minn. Stat. 120A.22). Truancy is a serious matter, and the following steps are taken for unexcused absences:

- **Continuing Truancy:** A student is defined as a continuing truant after three (3) unexcused absences (class periods on three days for MS/HS) within a single school year.
- **Habitual Truancy:** A student is defined as a habitual truant after one or more class periods on seven (7) school days per school year without lawful excuse.

Truancy Process and County Referral

The school will take the following steps to address truancy:

1. **1. 3rd Unexcused Absence:** A certified letter is sent to the parent/guardian notifying them that the student is truant, outlining the legal obligation to compel attendance, and recommending a meeting with school personnel.
 2. **5th Unexcused Absence:** Parent contact (phone call/letter) is made. Updated attendance is sent to the County Attorney and Health & Human Services. The County Attorney may ask the student and parent to participate in a diversionary meeting.
 3. **7th Unexcused Absence (Habitual Truancy):** The school will notify the appropriate County Attorney for a Child in Need of Protection or Services (CHIPS) petition.
- **Multi-County Notice:** Cedar Mountain Public Schools works with the County Attorneys and Health & Human Services in **Redwood, Renville, and other relevant counties** to process truancy cases and access mediation services. Procedures for intervention and mediation may vary slightly depending on the county.

Makeup Work Policy

Students are responsible for making up all missed work due to any absence, including Out-of-School Suspension (OSS). As a school striving for excellence, we place great value on the completion of school work in a timely manner.

1. Students must contact their teachers via email, the learning management system, or other established communication methods upon their return or during extended absences or OSS to coordinate make-up work.

2. Teachers will provide students with reasonable opportunities to complete missed assignments and assessments.
3. Missed work should be completed within a reasonable time frame after returning from an absence. Specific timelines for completion are subject to teacher discretion and the specific circumstances of the absence.

Discipline

Cedar Mountain Schools is committed to a safe, respectful, and responsible learning environment. We use clear expectations and accountability to support student success. You are a COUGAR—be proud, be safe, and be responsible!

[Cougar PRIDE Matrix](#)

Restorative Discipline Approaches

When behavior expectations are not met, our focus is on repairing harm and building back relationships. Restorative practices focus on accountability and teaching students better skills for the future, with the goal of keeping students in the classroom whenever possible. Examples include:

- **Mediation:** Conferences between students and those impacted by their actions.
- **Corrective Action:** Making amends for poor choices (e.g., apologizing and cleaning up a mess).
- **Time in the Office/Support Room:** Time used to debrief with administration, counselor, or social worker to discuss meeting future expectations.
- **Detention:** Extra time (before, after school, or lunch) to correct actions or when mediation is not possible.
- **Suspension (In or Out-of-School):** Used only when a student's presence severely disrupts the learning environment or the offense is highly severe.

Minor Behavior Steps

For minor rule violations, teachers follow a progression to address the behavior:

1. **Verbal Warning:** Discussion of the appropriate behavior.
2. **Teacher Conference & Documentation (Level 1 or 2):** Conference between the student and teacher.
3. **Referral to Principal:** Student is asked to leave the area and meet with the principal. A documentation form is completed, and the teacher calls the parent/guardian.
4. **Principal Discipline:** Student is sent to the principal for further discipline.
 - **Change of Placement:** Modifying a student's schedule.
 - **Restricted Privileges:** Limiting access to specific school areas or times.
 - **Detention:** Time served before, after school, or during lunch.
 - **Suspension:** Temporary removal from the regular schedule.
 - **In-School Suspension (ISS):** Attending school in isolation without electronics.

- **Out-of-School Suspension (OSS):** Prohibited from school grounds and activities; must complete make-up work.
- **Restoration/Restitution:** Repairing harm or paying for damages.
- **Exclusion/Expulsion:** Board actions prohibiting enrollment or attendance for up to one year.

Administrative discretion will be applied in all discipline matters.

<u>General Misbehaviors</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>
Horseplay, Running in Hall, Dress Code Violations, Vulgar/Crude/Sexual Language or Print, Swearing, Inappropriate Public Displays of Affection, Interfering or Disrupting a staff member or students in an assigned duty, Falsification of Records/Identity/Signatures, Water Balloons, Laser Pointers, etc.	Detention or Warning	Extended Detention	1 Day ISS	1-3 Days OSS
Driving, Careless or Reckless-Driving on or adjacent to school property in such a manner (Law enforcement may be contacted)	Ext Detention or 1 Day ISS	1 Day ISS	1-3 Days OSS	3-7 Days OSS/Expulsion
Electronic or other Nuisance Devices-Inappropriate usage of objects that cause distraction: Cell phones and portable electronics (iPods, eReaders, etc.)	Confiscated	Extended Detention	1 Day ISS	1-3 Days OSS
Gambling-Playing a game of chance for stakes	Detention	1 Day ISS	3 Days OSS	5 Days OSS
Gang Activity	Detention/Conference	1 Day ISS + 1 Day OSS	3-5 Days OSS	Expulsion
Insubordination-Willful refusal to follow an appropriate direction or order given by a staff member	Detention/ISS	1 Day ISS	1-3 Days OSS	3-5 Days OSS
Refusing directions given by administration	1-2 Days OSS/ISS	3-5 Days OSS/ISS	5-7 Days OSS/ISS	Expulsion
Leaving Campus During School Day-Unauthorized leaving campus	1 Day ISS or Ext Detention	1 Day OSS	1-3 Days OSS	3-5 Days OSS

Theft or Knowingly Receiving or Possessing Stolen Property-Unauthorized taking of the property of another person, or receiving or possessing such property. The condition and completeness of all returned stolen property will be considered in the determination of consequences.	1-3 Days OSS + 1 Day ISS or Restitution	3-5 Days OSS	5-10 Days OSS	Expulsion
Trespassing-Being present in any district facility when it is closed to the public or individual or unauthorized presence in a district vehicle.	Detention	1 Day ISS	2-3 Days OSS	5 Days OSS
Vandalism (Willful Damage of Property)-Littering, defacing, cutting or otherwise damaging property that belongs to the school or other individuals while the student is on school property or at a school activity or in a district vehicle, or under the supervision of school staff.	1-15 Days OSS/ISS and/or Restitution	5-15 Days OSS/ISS and Restitution	Expulsion and Restitution	
<u>Bullying and Harassment</u>				
Bullying-repeatedly targeting another student with deliberate actions or communications that are intended to distress, intimidate, humiliate or harm another student (This includes cyber-bullying).	Conference and 1 Day ISS and Restitution	1-3 Days OSS/ISS and Restitution	3-5 Days OSS and Restitution	Expulsion and Restitution
	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>
Harassment, Including Sexual-Participating in or conspiring with others to engage in acts that are intended to injure, degrade, intimidate, or disgrace other individuals. It may include indecent exposure, and words or actions that negatively affect an individual or group based on their racial, cultural or religious background, their sex or any disabilities they may have.	1-2 Days ISS/OSS	1 Day ISS + 3 Days OSS	5-7 Days OSS	Expulsion
Photos or videos taken without prior consent of the person in photo/video and/or published photos/videos on a social media site.	1 Day ISS or Ext. Detention	2 Days OSS	3-5 Days OSS	Expulsion
<u>Chemical Violations</u>				
Alcohol, Tobacco, E-cigarettes POSSESSION-MSHSL rules will also apply.	3-5 Days OSS/ISS	5-10 Days OSS/ISS	5-10 Days OSS or Expulsion	Expulsion

Alcohol, Tobacco, E-cigarettes USAGE or SELLING or DISTRIBUTING MSHSL rules will also apply.	5-7 Days OSS	7-10 Days OSS	Expulsion	
Mood-Altering Drugs, Narcotics, Illegal Drugs, Prescription Drugs, Chemicals-POSSESSION-Possessing any controlled substance where possession or use is prohibited by Minnesota or federal law. MSHSL rules will also apply.	5-10 Days OSS	10-15 Days OSS or Expulsion	Expulsion	
Mood-Altering Drugs, Narcotics, Illegal Drugs, Prescription Drugs, Chemicals-USAGE, SELLING or DISTRIBUTING any controlled or illegal substance that is prohibited or controlled by Minnesota or federal law. MSHSL rules will also apply.	7-15 Days OSS or Expulsion	Expulsion		
<u>Communications</u>				
Abuse, Verbal-The use of coarse language that is directed at staff or student with the intent to cause harm: Abusive, Obscene, Vulgar..... toward student	Extended Detention	1 Day ISS	1-3 Days OSS/ISS	3-5 Days OSS
..... toward staff	1 Day OSS/ISS	2-3 Days OSS	3-5 Days OSS	Expulsion
Bomb Threat or Terroristic Plot/Plan/Threat-Devising a plan/plot with the intent of causing significant damage and harm to a person(s) property or sense of safety.	Expulsion			
Disorderly Conduct-Engaging in offensive, obscene, or abusive communication or boisterous and noise conduct tending to arouse alarm, anger or resentment in others.	1 Day ISS or Ext Detention	1 Day ISS or OSS + Ext Detention	2-3 Days OSS or Expulsion	3-5 Days OSS
<u>Fire</u>				
Arson-Intentionally creating a fire in a district building or on school property with the intention of causing destruction, damage or mischief (Restitution for damages is expected.).	10-15 Days OSS or Expulsion	Expulsion		

Fire Alarm, False-Intentionally giving a false alarm of fire or tampering or interfering with any fire alarm.	1-5 Days OSS Plus cost incurred	Expulsion		
Fire Extinguisher, Unauthorized Use-Unauthorized handling or discharge of a fire extinguisher.	3-10 Days OSS	Expulsion		
Fire Starting Devices-Possessing or using any device, tool or system that is designed to create fire (matches, lighter.....).	Detention & Confiscation	Ext Detention & Confiscation	1 Day ISS & Confiscation	1-3 Days OSS & Confiscation
<u>Physical Altercations</u>				
Assault, Physical-Acting with intent to inflict serious harm				
Upon a student	3-15 Days OSS	5-15 Days OSS or Expulsion	Expulsion	
Upon a staff member or volunteer	Expulsion			
Assault, Aggravated-Committing an assault upon another person with a weapon or an assault which inflicts great bodily harm upon another person.	Expulsion			
Bodily Harm, Inflicting-Committing an accidental act or using poor judgment or through recklessness or carelessness inflicting bodily harm upon another person.	1 Day ISS or Ext Detention	1 Day ISS + Detention	1-3 Days OSS	Expulsion
*Intentionally inflicting bodily harm (done with intent to harm)	1 Day ISS + 1-3 Days OSS	1 Day ISS + 3-5 Days OSS	5-15 Days OSS or Expulsion	Expulsion
Damage to Property-Committing an accidental act or using poor judgment or through recklessness or carelessness causing damage to property (Restoration and/or restitution is expected).	1 Day ISS or Ext Detention	1 Day ISS + Detention	1-3 Days OSS	3-5 Days OSS
Fighting-Mutual Combat (striking, kicking, pinching, biting, scratching, pulling hair, choking.....) bodily harm upon another person.	1-3 Days OSS	3-5 Days OSS	5-10 Days OSS	Expulsion

Sexual Conduct, Criminal-engaging in non-consensual, unwanted sexual contact with another person, including the clothing covering a person's intimate parts or attempted removal of such clothing.	5-10 Days OSS	Expulsion		
Physical Aggression/Intimidation-Individual actions (pushing, shoving, tackling, etc. or threatening to do so).	Detention or ISS	Ext Detention or ISS	ISS	OSS
<u>Weapons</u>				
Ammunition, Possession-Possession of bullets, shotgun shells or other projectiles. (Intent is given major consideration. Students should bring any bullets/shotgun shells to the office.)	Warning to 1 Day ISS to Consequence Continuum for Explosives			
Explosives, Possession and/or Use-Possessing or using any compound, mixture or device that by design, function or usage creates an explosion or fire	Expulsion			
Fireworks, Possessing	5 Days OSS/ISS	Expulsion		
Fireworks, Detonating or igniting	10-15 Days OSS/ISS	Expulsion		
Weapon or Look-alike Weapon, Possession-Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm; or any other device, instrument, or substance, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm.	Expulsion			
Terroristic Act-Engaging in an act that is intended to cause significant damage to a person(s) property, or sense of safety and security.	Expulsion			

WEAPONS POLICY

Cedar Mountain maintains a zero-tolerance policy for weapons to ensure safety. Possession, use, or distribution of weapons or look-alike weapons is strictly prohibited in all school locations and at school-sponsored events.

- A. The school district and the school take a position of “no tolerance” in regards 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. Recommendation to the superintendent of expulsion 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.

DISCRIMINATION

District 2754 prohibits discrimination based on race, color, national origin, creed, religion, sex, marital status, age, or disability. The Title IX coordinator oversees policy implementation.

GRIEVANCE PROCEDURE FOR NONCOMPLIANCE WITH TITLE IX-

Complaints should be filed with the Title IX or 504 Coordinator. The district will investigate and respond within 15 days. Unresolved complaints can be appealed to the school board and subsequently to state/federal offices.

TITLE IX

- Cedar Mountain complies with all Title IX regulations as issued by the Office for Civil Rights at the U.S. Department of Education.

- Our policies prohibiting sex discrimination and sexual harassment can be found on our website (www.cms.mntm.org) or by using the following two links: <https://docs.google.com/document/d/1Lb0KrBRWPlw-YQBdCNB6niynadtg5OJw/edit> AND https://docs.google.com/document/d/1rZhc1sCx5WcFQ7vib7_DLqSSqNb2LtzJ/edit

Title IX Coordinator for Cedar Mountain is:
MSHS Counselor at Cedar Mountain
207 Gallager Street; PO Box 188
Morgan, MN 56266

- Title IX Grievance Procedure Can Be Found At: https://docs.google.com/document/d/1rZhc1sCx5WcFQ7vib7_DLqSSqNb2LtzJ/edit

HAZING POLICY

Hazing is strictly prohibited on or off school property. Hazing includes any act that creates a substantial risk of harm to a student for the purpose of initiation into a student organization. This policy applies to all students, staff, and volunteers.

The district will investigate all complaints. Violations may result in discipline up to termination or expulsion. Retaliation against reporters or witnesses is also prohibited.

Grading Policy & Missing Work

Cedar Mountain Schools focuses on academic standards. Grades communicate student achievement and are calculated based on a student's demonstrated mastery of course content.

- **Final Grades:** Academic grades (A, B, C, D, or F) will be communicated at the conclusion of each nine-week quarter. College courses will be graded as required by the college.
- **Missing Assignments:** If a required assignment is not submitted by the close of the grading period, a grade of zero (0) will be entered for that assignment. A grade of zero may result in a failing final grade (F) for the course.
- **Grade Transparency:** Grades are updated regularly in Infinite Campus to ensure students and parents have clear, consistent communication on academic progress.

Honor Roll

An honor roll will be published at the end of every quarter. "A" and "B" honor roll students must meet the minimum G.P.A. as listed below with at least five (5) subjects carrying letter grades (A-F). All subjects for which letter grades are given are included in the determination of honor roll eligibility. Students must have all required coursework

submitted and receive a passing grade (A-D or P) in all courses to be eligible for the Honor Roll.

- Honor Roll of Distinction (GPA of 3.667 and higher)
- Honor Roll of Merit (GPA of 3.0-3.666)

The honor rolls will be published in the local newspaper. A student on the honor roll must be registered as a full-time equivalent.

E-LEARNING EXPECTATIONS

Cedar Mountain will occasionally utilize E-Learning in place of school due to weather or other determined reasons. Students are required to complete assigned work.

GRADUATION CRITERIA & ACADEMIC STANDARDS

To qualify for graduation, students are required to secure a minimum of 24 credits between grades 9 and 12 and demonstrate proficiency in Minnesota state standards. Mandatory credit distributions include English (4), Social Studies (4), Mathematics (3), Science (3), Physical Education (1), Health (0.5), Fine Arts (1), and Finance (0.5). Only those registered as full-time students may take part in the commencement exercises.

a. Revised Credit Requirements for the 8-Period Schedule Transition:

- i. Class of 2027: Graduation requires 25 credits
- ii. Class of 2028: Graduation requires 26 credits
- iii. Class of 2029: Graduation requires 27 credits
- iv. Class of 2030 and future classes requires 27 credits

Graduation Ceremony

Any student who has met the requirements established by the Cedar Mountain School Board will be eligible for a HS diploma from Cedar Mountain School District. To participate in the graduation ceremony students must have completed no less than two credits required and have a plan for summer credit recovery in order to participate in the graduation practice or ceremony.

Student Services/Activities

Activities

Athletics, publications, music, dramatics, and clubs provide a varied program for interested students. A student becomes a part of their school by participating in these activities. A student should choose his/her activities wisely and give their best to those they choose. Some of the activities listed should appeal to every student. In case you are in doubt about any activity, see your counselor for advice.

*These activities follow the guidelines of the MSHSL, but are not governed by them, thus their penalties do not satisfy the violations of the league. In all situations the consequences can be more than the expectations laid out by the MSHSL, but cannot be less.

ACADEMIC INTEGRITY POLICY: DO YOUR OWN WORK

Academic integrity means being honest and responsible for your own learning. We expect all students to demonstrate honesty, integrity, and respect in their schoolwork.

Prohibited actions that violate this policy include:

- **Cheating:** Using unauthorized resources, notes, or outside help to gain an unfair advantage on any assignment or test.
- **Plagiarism:** Taking someone else's ideas, words, or work and presenting it as your own without proper citation.
- **Unauthorized Collaboration:** Working with another student on an assignment when the teacher expects individual work, or knowingly helping another student violate this policy.

Consequences

Violations of the Academic Integrity Policy will result in:

- **Academic:** Loss of credit (a grade of zero) for the assignment or test.
- **Ineligibility:** The student will be ineligible for one MSHSL extracurricular event.
- **Disciplinary Action:** Consequences may include detention or suspension, and parents/guardians will be notified.

APPEAL PROCESS AND CHAIN OF COMMAND: Students appealing a school personnel's decision or actions

1. The student (or parent/guardian) should respectfully discuss the issue directly with the supervisor/teacher/ leader/director. The student and parents/guardians must acknowledge that staff are hired to provide leadership and to make ethical and equitable decisions.
2. If the staff doesn't adequately address the issue/concern, a follow-up meeting and discussion with the supervisor/teacher/leader/director is recommended; the student should consider involving their parents at a second meeting. If the student feels the adult is not reasonably addressing the issue/concern, the student should make an appointment with the counselor or principal to discuss the issue/concern.
3. The principal and/or counselor will investigate the situation with the intent of arriving at an ethical, equitable, outcome. If appropriate, the principal or counselor will facilitate a meeting with the supervisor/teacher/leader/director and student and possibly the parent(s).
4. If the principal and/or counselor haven't adequately addressed the issue or concern, the student and parents/guardians should arrange a meeting with the superintendent to discuss the issue. The superintendent will investigate the situation with the intent of arriving at an ethical, equitable outcome.

ATHLETICS AND ACTIVITIES

Athletics and extracurricular activities are intended to enrich a student's school and life experiences; however daily school coursework, learning, scholastic activity, appropriate

behavior and safety are the top priorities for Cedar Mountain Schools and its students. Cedar Mountain High School is a member of the Minnesota State High School League (MSHSL), an association of Minnesota high schools formed to govern interscholastic contests in athletics, music, and declamation. All players and contestants are subject to the rules and regulations adopted by the MSHSL. The most important regulations are those governing the eligibility of participants in the interschool competition in athletics, declamation, drama, and music activities. *According to MSHSL, no practices/games will be held on Sunday.

Athletic Physicals

Physicals for all students who participate in sports events and contests must be on file in the MS/HS Office. Athletes need a physical every three years. Forms are available in the MS/HS Office. Students who need a physical may not practice or participate in events until they have turned in their signed physical slip. ***If a child has a health concern, parents should discuss the concern with the coach prior to starting practice.***

Behavior at Athletic and Other School Sponsored Events

Our Cedar Mountain students attending an event as an audience or as a member of a competing or presenting team represent Cedar Mountain Schools and the communities served. Show Cougar spirit with appropriate behavior at school sponsored events at all times. The supervisory personnel or game officials may require students to leave if they are involved in inappropriate, unsportsmanlike, disruptive behavior. Students should remain seated during events except during designated breaks.

Concessions

Each school-sponsored concession group is to have a supervisor, who is in charge of staffing, final cleaning, and integrity of workers. The group in charge of concessions is to be at the concession stand 30 minutes before the start of the game and remain until the end of the game.

Eligibility(Activities & Athletics): Attendance & Academic & Disciplinary & Chemicals **Cedar Mountain will refer to MSHSL for "Code of Conduct" violations and CM Activities.**

Attendance - A student must be in school or be participating in a school sponsored activity for the entire day to be eligible to participate in or attend the day's activities or programs (concerts, athletic events, dances, etc.). Notes from a medical professional are required in order for medical absences to be approved. Parents and students must discuss extenuating circumstances with the principal for there to be any exception. Any unexcused student absence during a given season, will result in the student being ineligible for the next event/competition.

ACADEMIC ELIGIBILITY

Cedar Mountain High School students must be passing all courses in which they are enrolled to be eligible for participation in extracurricular games, contests, events, etc. A student may continue to practice during the period of ineligibility. The following rules govern academic eligibility:

Evaluation dates are listed below. Four times during the school year we report student academic performance -- at the end of each QUARTER. A student will be ineligible for extra-curricular activities if he/she fails one or more classes. QUARTER dates are listed below in bold print.

EVALUATION DATES:	INELIGIBILITY BEGINS
Midterm Quarter 1: Friday, October 2, 2026	Wednesday, October 9, 2026
Quarter 1: Quarter End: Friday, November 6, 2026	Friday, November 13, 2026
Midterm Quarter 2: Friday, December 4, 2026	Monday, December 11, 2026
Quarter 2: Quarter End: Friday, January 22, 2027	Friday, January 29, 2027
Midterm Quarter 3: Friday, February 19, 2027	Friday, February 26, 2027
Quarter 3: Quarter End: Thursday, April 1, 2027	Friday, April 9, 2027
Midterm Quarter 4: Friday, April 30, 2027	Friday, Friday May 7, 2027
Quarter 4: Quarter End: Thursday June 3, 2027	(The penalty carries over to the next year if the chosen spring sport is over.)

RULES OF INELIGIBILITY (Quarter Grades)

1. ONE FAILING GRADE

Ineligible to compete in the next event. Students may practice.

2. MORE THAN ONE FAILING GRADE

Ineligible to compete in the next two events. Practice may be resumed at the coach's discretion.

3. MISSING WORK

Students with extensive missing work resulting in a failing grade must resolve the failing grade within the designated probation period to regain eligibility. Missing assignments are graded as zero (0) and are counted toward the student's failing grade.

4. CONCERT ELIGIBILITY

Students in band (6-12) will be eligible to perform in concerts even though they may have received an "F" or "I" in any class. Band is a class for which students receive grades and credit toward graduation. They are not eligible for MSHSL sponsored contests or any pep band performances, as these are considered extra-curricular in nature.

Academic Integrity - Students who violate the academic integrity policy will be ineligible for their next event.

Behavior and Discipline - If a student is assigned detention during a given extracurricular season due to teacher's or administrative disciplinary action, the coach or advisor will be notified. If the student receives a subsequent detention from the same teacher, a meeting may be held with the teacher, student, coach/advisor, parent/guardian and administration; consequences may be assigned.

Behavior at School Events – If a student as a participant is removed from any school related event during a given extracurricular season by an official or school official, he/she will not be eligible to participate in his or her next event (competition). If the student as a fan is removed from a school sponsored event by adult supervisors, coaches or officials, the student will not be eligible to participate in his or her next event (competition).

Eligibility Regarding the Use of Mood-Altering Chemicals - Cedar Mountain follows MSHSL guidelines and shares the MSHSL philosophy that recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. Therefore, regardless of quantity, a student shall not use or possess any beverage containing alcohol, use or possess any product containing nicotine (cigarettes, e-cigarettes, chewing tobacco, etc.), or use or consume, have in possession, buy, sell, or give away marijuana or any other substance defined by law as a controlled substance. It is not a violation for a student to use a drug legally prescribed by a medical professional for the student. This regulation applies to the 12-month calendar year. All penalties are cumulative and apply throughout a student's 7th-12th grade career. If necessary, penalties will be carried over into the following season or next school year. Students may practice during this period of ineligibility. After the first confirmed violation, the student will meet with an administrator to discuss the situation. Cedar Mountain Schools will provide the student with the opportunity to receive information about the effects of misuse and abuse of mood-altering chemicals. When appropriate, the school will refer a student to resources outside the school for assessment and treatment. Because these activities are also generally illegal for students, any incident may be turned over to the proper legal authorities for further action.

Students with a violation will face sanctions of both Category I and Category II according to the number of violations.

The Minnesota State High School League defines Category I as all interscholastic athletic activities and those activities such as debate, speech, and one-act play when a school schedules a season of interscholastic contests. Cedar Mountain includes Danceline in this category. Students involved in Category I activities who choose to violate these standards face the sanctions (below). These penalties must be fulfilled entirely through Category I activities. Athletes and danceline members who are declared ineligible for violation of this policy may be denied a letter award for that activity.

First Violation: After confirmation by an administrator of the first violation, the student shall lose eligibility for fourteen (14) consecutive calendar days or two (2) contests, whichever is greater.

Second Violation: After confirmation by an administrator of a second violation, the student shall lose eligibility for three (3) consecutive school weeks or six (6) events, whichever is greater.

Third and Subsequent Violations: After the confirmation by an administrator of a third(+) violation, the student shall lose eligibility for four (4) consecutive weeks or twelve (12) events, whichever is greater.

The Minnesota State High School League defines Category II as 1) speech and one-act play activities when a school schedules no interscholastic contests and participates only in the MSHSL-sponsored tournament series and 2) music competitions. In addition, Cedar Mountain defines Category II as all other organizations and activities sponsored by the school. This would include, but is not limited to, FFA, Trap shooting, Danceline, School Play, Mock Trial, Knowledge Bowl, ESports, Variety Show/Homecoming Royalty, School-sponsored Dances, Senior Class Trip and Prom. Students involved in these activities who choose to violate these standards within 1 calendar year from the violation face the sanctions below. These penalties must be fulfilled from

Category II activities and apply to all students.

First Violation: After confirmation of the violation, a student must miss the next major event from whichever Category II activity the student is involved in or will be involved in during the school year or the student may be assigned an alternative, substantial consequence that is agreed upon by activity supervisor, athletic director, student, parent/guardian and principal

Second Violation: Three (3) major events or two (2) major events plus an alternative, substantial agreed upon consequence.

Third or Subsequent Violations: Six (6) major events.

Denial Disqualification Clause: A student will be disqualified for an additional two weeks beyond the original period of ineligibility when a student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

Fees and Admission Prices (Athletics & Activities)

- Individual admission prices for athletic events are \$8 for adults and \$6 for students. Note: these changes account for the new digital ticketing transaction fees. Season passes may be purchased for \$85 (Adult) or \$50 (Student), and \$180 (Family **Household residents and children in grades K-12**) but may not be used for tournament games.

Announcements

- The daily announcements will be emailed out to staff by 9:30 am. Announcements must be in the office by 9:00 am. in order to have them in the daily announcements.
- Class or group announcements must be approved by a class advisor.
- All special announcements must be cleared by the Principal. Special announcements/changes in schedule will be read over the intercom
- Daily announcements will also be posted on the Cedar Mountain Schools' website: <https://www.cms.mntm.org/> and are read by the Principal each morning.

Class Advisors

These are staff members who are appointed to supervise, administer and guide all activities, which are undertaken by the class as a whole. The class advisor sponsors and supervises class elections, activities, social functions, and the financial support of these activities. The purpose of these activities is to teach students how to work together democratically. They are also there to advise on other phases of citizenship training.

Counseling and Guidance

Students are encouraged to use the Student Services personnel available for guidance. Students are encouraged to send a google calendar invite and have the meeting accepted, or an email that is replied to, in order to leave class. The counselors' availability does change daily; however, if you would like to talk to a counselor, mental health personnel, nurse, or school psychologist, please make an appointment. Student services staff are available to discuss personal matters on a confidential basis or just seek information on class scheduling, occupational information, post secondary information, etc.

Dress Code Policy

Students at Cedar Mountain are expected to dress in a manner that promotes a safe, non-disruptive, and respectful learning environment. The following principles and rules apply to all students during school hours and at school-sponsored activities:

Safety and Health: Shoes must be worn at all times for safety and hygiene. Slippers are not permitted. Special dress or grooming regulations may be required in specific areas such as shops, science labs, or physical education for safety reasons.

Non-Disruption and Respect: Attire, jewelry, or personal items that are obscene, offensive, or otherwise disruptive to the educational process are prohibited. This includes items with suggestive slogans, vulgar language, or depictions of violence. Gang-related clothing, symbols, markings, or jewelry are strictly prohibited.

Illegal and Chemical-Related Messages: Clothing or accessories that advertise, promote or are suggestive of any product or service not permitted to minors by law, including alcohol, tobacco, e-cigarettes, or other controlled substances, are not allowed.

Appropriate Coverage: Students must wear clothing that ensures appropriate coverage of the body. Midriffs, cleavage, undergarments, and areas below the armpit must not be exposed. Tops must have straps that completely cover undergarments. Dresses, shorts, and skirts should be of a length that remains appropriate while sitting or standing (generally mid-thigh).

Prohibited Items: Blankets, sunglasses (unless for medical reasons), and headgear that hinders the learning environment or obscures the face are not permitted inside the building. Hoods should not be cinched shut or worn in a way that prevents identification.

Special Events: Appropriate attire is required for specific events such as field trips, banquets, and graduation ceremonies as communicated by staff.

Administrative discretion will be applied in all cases to determine the appropriateness of student dress. Students who are not in compliance with the dress code will be asked to change or correct the issue before returning to class.

Lockers/Padlocks

Lockers are school property and may be inspected at any time without notice or warrant. Only school-issued padlocks are permitted; others will be removed. Students are responsible for keeping lockers locked. The school is not responsible for lost or stolen items. Personal possessions within lockers may be searched if reasonable suspicion of a rule violation exists.

DATA PRIVACY

Educational records, which identify or could be used to identify a student, may not be released to members of the public without the written permission of the student's parent, guardian, or the eligible student. Cedar Mountain Schools reserve the right to use discretion when releasing information. All forms used to comply with the Data Privacy laws are available in the main office on request. Under limited circumstances, specific persons or entities such as the State Department of Education are authorized to review

this information without the consent of the parent, guardian, or eligible student. Education information, which is collected on all students such as standardized tests, will be obtained without prior written permission. This type of information is collected to assist in educational planning or evaluation. The parent, guardian, or eligible student is not legally required to allow the collection of this information. However, if the parent, guardian, or eligible student refuses to allow the school to collect the information, the school will be unable to adequately plan and evaluate the education program of the student in question.

SCHOOL DANCES AND MAJOR ACTIVITIES (INCLUDING PROM)

School dances, including Prom, Senior Class Trip, Homecoming Royalty, and other major social events, are school-sponsored activities. Participation is a privilege subject to all school rules, behavioral policies, and academic requirements.

Academic Eligibility for Major Activities

To prevent last-minute academic issues and ensure staff can manage their workload, a mandatory academic eligibility check is required for participation in major activities like Prom and the Senior Class Trip.

- **Eligibility to Sign Up:** Students must be **passing all enrolled courses** to be eligible to sign up for or purchase tickets for a major activity.
- **Check Date Principle:** The eligibility check date will be set by the administration to occur approximately **one week prior to the official sign-up opening date**. This timing provides teachers with sufficient time to grade pending work and students time to address any deficiencies.
- **Ongoing Expectation:** Eligibility must be maintained through the date of the event. Any student who fails to maintain eligibility may lose the privilege to attend.

Behavioral Expectations and MSHSL Compliance

All school rules, including the Cedar Mountain Discipline Policy and MSHSL rules, apply to all school dances and activities.

- **Chemical Violations (MSHSL Category II):** Violations involving the use or possession of mood-altering chemicals (alcohol, tobacco, e-cigarettes, controlled substances) are governed by the Minnesota State High School League's (MSHSL) **Category II** sanctions. These penalties are cumulative throughout a student's 7th–12th grade career.
- **Conduct:** Behavior that is reckless, disruptive, or inappropriate, including provocative or reckless dancing, will result in consequences up to and including immediate removal from the event.
- **Security:** Administration, or a designated adult, will be present at all dances. Law enforcement may also be present and may use a Breathalyzer if reasonable suspicion

exists. All student bags and purses will be collected and kept in a secure, locked location.

Guest Policy

- **General Guest Rule:** Students may invite outside guests to high school dances (including Prom) only with prior administrative approval and registration.
- **Age Limit:** All outside guests must be **under 21 years of age** unless a specific exception is approved by administration.
- **Host Responsibility:** The Cedar Mountain host student is fully responsible for their guest's conduct and attendance throughout the event.
- **High School Dances:** Guests must be registered in the high school office by the stated deadline (typically noon on the day of the dance).
- **Middle School Dances:** No outside guests are permitted.

Attendance Requirement

Students must be in attendance for the entire school day immediately preceding the event to be eligible to attend. Any exceptions require pre-approval from the principal.

REGISTRATION

Schedules are accessible via Infinite Campus. Changes must be requested before the semester begins. After the first week, changes are only allowed for administratively approved extenuating circumstances.

Miscellaneous

Arriving at School

School hours are 8:10am - 3:20pm. Entry procedures include:

- Doors open at 7:45am; all students enter through Door 10.
- Middle School (6-8): Report to the cafeteria for breakfast until 8:05am.
- High School (9-12): Report to first period by 8:10am.

Food and Drink

Food and drinks must be consumed in the cafeteria. The first serving of breakfast and lunch is free. Additional rules:

- Second helpings of main entrees are cash only.
- Water is allowed in classrooms with a secure lid.
- Accounts cannot be shared between students.

USDA Civil Rights Statement

A new Civil Rights statement has been developed by the United States Department of Agriculture (USDA) for use in its various programs. Publications and other documents

relating to USDA programs are required to include this statement that explains the types of prohibited discrimination and information on where to send a Civil Rights complaint to USDA. ♦ Standard/Full Civil Rights Statement. This means that all publications and handouts mentioning USDA Child Nutrition Programs (including the CACFP) must contain this nondiscrimination statement. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

CARS AND STUDENT PERSONAL TRANSPORTATION

Adequate transportation is provided by bus for all rural students. If it is necessary for students to drive to school, students are expected to drive carefully and courteously at all times, especially when near and on the school campus. Students may park in the lot near the gym. Students must obtain permission from the Principal to leave the building during the school day to go to their car and retrieve any personal items. Students must obtain both parental and school administration permission to drive their car during the school day. Any reckless or careless driving by students will be reported to parents and/or law enforcement.

CHURCH NIGHT

Wednesday nights are reserved for religious instruction. Typically, no school events will be scheduled. Any scheduled school event on Wednesday nights will require school administration permission. All students must be out of the school building by 6:00 p.m. Wednesdays.

CLASS MEETINGS

Each class has its own class officers to preside over the class meeting. The officers consist of a President, Vice President, Secretary, and Treasurer. Any class business should be brought up at meetings. Advisors or the class President with approval from the advisor can schedule a meeting. This needs to be done a minimum of one day in advance. Roberts' Rules of Order are to be used during class meetings with advisors present. Every class has the privilege of sponsoring one party during the year.

CLOSED CAMPUS

Cedar Mountain High School has adopted a closed noon hour policy. Students are not allowed to leave the school building during their lunchtime or other school-in-session time for any reason unless they have received prior approval from the high school principal. The school will provide transportation if deemed necessary.

CONFERENCES

Parent/Teacher Conferences are held in the fall and spring. See the district calendar for specific dates. At any time in the school year, parents/guardians are encouraged to

communicate any questions or concerns with a teacher by phone or email or to arrange a conference with the teacher.

Lost and Found

A lost and found area is maintained in the office area. If you have lost something, you may be able to find it here.

LIBRARY MATERIALS

Checkout policy:

1. Books may be checked out for a period of two weeks and renewed for another two weeks.
2. Magazines and pamphlets may be checked out for a one-week period and renewed for another week.
3. General reference books, encyclopedias may be checked out for one night. Lost and damaged books and other materials are to be paid for according to their value. Removal of library materials without signing them out is theft.

MUSIC PROGRAM

All band students are required to participate in concert and pep band. One (1) credit a year will be given to band members for every full year completed in Grades 9-12. Band students must participate in Cedar Mountain concerts, regardless of academic eligibility. If a student is academically ineligible, they cannot participate in extracurricular music events which would include solo and ensemble contests.

PEANUT SAFE SCHOOL

Because of student safety, Cedar Mountain Schools has been designated a peanut safe school. We ask that you do not send any peanuts, tree nuts, peanut butter, or products containing peanut butter to school. When packing your child's snack or school lunch please take this into consideration.

PERSONAL PROPERTY

The school reserves the right to ask that personal items be left at home. Examples are items that are a nuisance or cause a distraction during class. If these items need to be brought to school, they must be left in the Principal's office or the MS/HS Office until the end of the day.

PLEDGE OF ALLEGIANCE

Since the 2003-2004 school year, all public and charter school students shall recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation shall be conducted in one of two ways:

1. By each individual classroom teacher or the teacher's surrogate
2. Over a school intercom system by a person designated by the school Principal or other person having administrative control over the school

For any personal reasons, a student may elect to not recite the Pledge of Allegiance.

Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

POST-SECONDARY ENROLLMENT OPTIONS

Eligible juniors and seniors can take college courses for high school credit. Key requirements include:

- Students must notify the Academic Counselor by May 30th for the following year.
- Students and parent/guardian are responsible for monitoring academic progress and attendance.
- Completion of the senior research paper is required for graduation.

Safety Drills

The school is required by law to have tornado, fire, and lock down drills. Dates and times of drills are not pre-announced. Students are expected to remain respectful and calm and to follow directions of the supervising adults. Misbehaviors during safety drills will result in consequences.

SCHOOL CLOSINGS (Emergency – weather related)

The district utilizes Infinite Campus Messenger to alert families. School closing information is also forwarded to radio stations WCCO AM (830) and KLGR-FM (97.7) and TV stations – Channel 5 (KSTP) and Channel 11 (KARE).

SCHOOL CAMPUS AND PROPERTY

Every adult and student in our Cedar Mountain community of learners is expected to contribute to a clean, classy and orderly campus. Our custodial employees spend significant time cleaning and ensuring school property is in quality working order. Any damage done to school property will result in payment of damages and disciplinary action. Garbage receptacles are provided in convenient locations for student use.

SCHOOL RECORDS

The student and his/her parent(s) or legal guardian(s) are entitled to inspect cumulative records relating to the student. School officials may determine the time and manner of presentation with a counselor qualified to interpret the data. Directory information can be given to the public unless a parent/guardian requests that it not be given out.

SENIOR CLASS TRIP

Students must be in attendance the entire day prior to the senior class trip. Extenuating circumstances must be approved by the administration.

STUDENT-ACCEPTABLE USE POLICY REGARDING COMPUTER/INTERNET USE

All visitors to Cedar Mountain are expected to follow these rules.

We are pleased to offer students of the Cedar Mountain Schools access to the district computer network for electronic mail (classroom only) and the Internet. To gain access to e-mail and the Internet, all students must sign and return the Student-Acceptable Use form. Students in District 2754 use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and personal information needs. All educators have a professional responsibility to work together to help students develop the skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

Making Internet access available to students carries with it the potential that some students might encounter information that some have identified as controversial and of potential harm to the students. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate. While it is possible to select some resources, which will be more easily available to students, school officials cannot promise to control the Internet environment for students; however, the district works with the co-op to implement appropriate internet filters designed with student safety in mind. District 2754 educators will take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use Internet resources in an ethical and educational manner. Our focus is less in controlling the environment, but more in providing individual users with the understanding and skills needed to use the Internet in ways appropriate to their individual educational needs. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources.

Expectations for Student Use of Internet Accounts

All Internet users are expected to abide by the generally accepted rules of computer and network etiquette. The following guidelines are the minimum taught to students: Be polite. Do not get abusive in e-mail messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. School rules regarding harassment apply to electronic communication. Do not reveal your personal address, phone numbers, credit card numbers, or passwords to anyone.

District Internet and E-Mail Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

In accordance with school policy, freedom of speech and access to information will be honored.

During school, teachers of younger students will guide them toward appropriate materials.

Any items produced by the students will not be posted to the Internet without their permission. If permission is granted, items will be considered fair use and available to the public. This includes pictures and names.

Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

E-mail is not guaranteed to be private. People who operate the system do have access to mail if there is cause to see it. Messages relating to or in support of illegal activities will be reported to the authorities.

Computer/Internet/Technology Usage Violations (Violations may result in a loss of access as well as other disciplinary or legal action.)

1. Using the network for any illegal activity, including violation of copyright or other laws.
2. Using the network in ways, which violate school policies and behavior standards.
3. Using the network for financial or commercial gain.
4. Degrading or disrupting equipment or system performance.
5. Invading the privacy of other individuals by accessing and/or vandalizing their data.
6. Wasting technology resources, including bandwidth, file space, and printers.
7. Gaining unauthorized access to resources or entities.

8. Using an account owned by another user, with or without their permission.
9. Posting personal communications without the author's consent.
10. Using the network to access games or chat lines.
11. Activities that interfere with the ability of students/staff members to use the district's technology resources or other network connected services effectively.
12. Activities that result in the loss of another student/staff member's work or unauthorized access to another student/staff member's work.
13. Distribution of any material in such a manner that might cause congestion of the voice, video, and data networks.
14. Distribution or collection of obscene, abusive or threatening material via telephone, video, electronic mail, Internet or other means.

Consequences for Computer/Internet/Technology Usage Violations

First Violation = Loss of device use for a period of 2 weeks or loss of privilege to take device home

Second Violation = Loss of device for remainder of the Quarter or 1 month, whichever is greater

Third Violation = Loss of device for 1 continuous year.

Severe Clause (If the violations are severe, these clauses may be put into effect.)

Severe Clause Violation #1 = Loss of Internet use for 1 continual year

Severe Clause Violation #2 = Loss of Internet use for the remainder of the High School career.

Cedar Mountain Student Pledge for Chromebook Use

1. I will take good care of my Chromebook.
2. I will never leave my Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery as needed.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by not dropping it to the floor (whether it is inside or outside of my school bag).
9. I will use my Chromebook in ways that are appropriate, meet Cedar Mountain expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
11. I will not deface the serial number for my Chromebook.

12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Cedar Mountain School District.

13. I will follow the policies outlined in the Chromebook Handbook and the Technology Acceptable Use Policy while at school, as well as outside the school day.

14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.

15. I will be responsible for all damage or loss caused by neglect or abuse.

16. I agree to return the district Chromebook and power cord in good working condition. Students who graduate early, withdraw, are expelled, or terminate enrollment at Cedar Mountain for any other reason must return their individual school Chromebook on the date of termination.

17. I will not take pictures, video, and audio recordings of any student or staff member without written consent.

18. I will not take pictures, video, and audio recordings of any student or staff member at any time in locker rooms or restrooms.

I agree to the stipulations set forth in the above documents including but not limited to the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; Chromebook Protection Plan and the Student Pledge for Chromebook Use.

School District Insurance Protection:

The annual protection payment for coverage of theft or damage is \$20. The annual insurance coverage begins upon receipt of the payment and ends at the conclusion of each school year. This does not include damage due to neglect or abuse of the Chromebook or the charger. Families will be held responsible for any intentional damage done to the Chromebook issued to their student.

The MS/HS Principal will determine whether a family will incur a fee when a device is damaged. If you are unable to pay the fee or need assistance, please contact Mr. Tony Miller at the MS/HS.

Parent Agreement:

1. I have read and understand all terms of the Chromebook Agreement and the Cedar Mountain School Chromebook procedures and agree to let my child participate in the 1:1 program.

2. I have discussed the Cedar Mountain Chromebook Procedures and expectations with my child (children) and will support the school in guiding my child in using the Chromebook at home as an educational tool.

3. I understand that I am responsible for monitoring and guiding my child's activity on any home internet access if applicable.

4. 1st time damage requires the student to bring the device to the Tech Office and take home a damage form requiring an explanation of the damage, student and parent signature. Upon return of the form, the student will receive a loaner or their fixed device.

5. 2nd and additional damage requires the student to bring the device to the Tech Office and a Parent / Administration meeting will be set up before the student will receive a device to use.

Study Halls

The purpose of a study hall is for students to complete coursework (ie. Assignments, Projects, Homework) and to be successful in school. Students must stay in their supervisor's assigned areas unless they acquire a pass. Study Hall should provide a quiet environment for all students, and students should come prepared to complete coursework, with assignments, writing utensils, and any other materials with them. Discipline for "electronic nuisance devices" may be given if a student is unable to follow procedural steps for electronics.

VISITORS

All visitors to Cedar Mountain must check-in at the Middle/High School Office. Students are not allowed to have relatives or friends attend school with them. For more information on visitor policy, see Cedar Mountain Policy 903. Visitors must have approval from administration in order to enter the school building and should respect the priorities of staff and students. Requests for approval of visitors must be made more than 24 hours in advance to the building principal.

YEARBOOK PHOTOS

Photos are taken annually for the yearbook. All photos used in the yearbook for students in grades 6-12 will be the photo taken by the school or a professional photographer. Seniors will be asked to submit a professional photo for approval to be used in the yearbook. Photos for seniors must be an individual photo and pre-approved. The Principal will have final say for all photos. Students who fail to submit a professional photo may use the school taken picture.

MCA/MTAS Opt Out

Below is a link to the MCA/MTAS opt-out form. This form needs to be submitted to the office by January 15. If students are not enrolled by January 15 they will have two weeks to submit this form upon their registration date.

[Link to MCA/MTAS Opt Out Form - Under Student Participation.](#)

This handbook of rights and responsibilities is not expected to cover every situation which may arise.

Appendix A

Policy 514 BULLYING PROHIBITION POLICY

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;

2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or

3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

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

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

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term “bullying” specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

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

F. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these

locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

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

and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and the student's developmental age and behavioral history. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent or guardian of students who are targets of bullying or other prohibited conduct and the parent or guardian of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken,

to the extent permitted by law. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.

C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.

D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.

E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.

G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

H. The school district designates Tony Miller as the school building's primary contact person to receive reports of prohibited conduct.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Appendix B

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

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

Adopted: 1998 Revised: 2003

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Non School-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

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

disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
 - 1. whether the material is educationally related;
 - 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 - 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 - 4. the quantity or size of materials to be distributed;
 - 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 - 6. whether distribution would require that nonschool persons be present on the school grounds;
 - 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No non school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 - 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 - 2. Date(s) and time(s) of day intended for distribution.
 - 3. Location where material will be distributed.
 - 4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the

person submitting the request should be informed in writing of the reasons for the denial or limitation.

- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of non-school sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of non-school sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

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

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Appendix C

Policy 413 HARASSMENT AND VIOLENCE

413 HARASSMENT AND VIOLENCE

Adopted: 1995 *Revised:* 2013

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITION

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
 7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance,

or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. 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
 - f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence; Definition

1. 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 Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, 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.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability 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 harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, 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 school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates Preston Palokangas as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, 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.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

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

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy 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, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

Contact: Preston Palokangas (Human Rights Officers)

P. O. Box 188, Morgan, MN 56266

Phone: 249-5990

Appendix D

Policy 419 TOBACCO-FREE ENVIRONMENT

419 TOBACCO-FREE ENVIRONMENT

Adopted: 1996 Revised: 2013

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or

any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

- C. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult non student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

