



**Cedar Mountain Middle/High School**  
**HOME OF THE COUGARS**

**STUDENT HANDBOOK 2024-2025**

**Cedar Mountain School District**  
207 Gallagher St. • Morgan, MN 56266  
(507) 249-5880  
[School Website](#)

## **Cedar Mountain Middle/High School Core Values**

### **Cougar Pride**

- **P - Positive**
- **R - Relationships**
- **I - Integrating**
- **D - Dedicated**
- **E - Excellence**

We sincerely hope that the year ahead will be rewarding and enjoyable for each and every learner. Cedar Mountain Middle/High School is filled with resources for academic and professional growth. We have a helpful and skilled faculty who serve students' curricular and extra/co-curricular needs on a daily basis.

The purpose of this handbook is to provide middle/high school students and their parent(s)/guardian(s) with clear policies and procedures for school operations. Please keep this available for reference purposes, but note that the handbook is available on the Cedar Mountain School website. We encourage students and parents/guardians to spend time familiarizing themselves with this handbook. We believe that if families understand the policies of the school, the great majority will make every effort to gain the skills needed to make the best out of their experiences here.

It is in the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without accountability and discipline in the schools, learning cannot occur. Therefore, these district-wide policies and procedures have been adopted. If a family has concerns or would like clarification, we encourage contact with our school.

The success of a school is dependent on the support and cooperation of its students and their parents. We thank you in advance for your support of our school's discipline policy and procedures.

### **Cedar Mountain Middle/High School Administration**

Dr. Stephen Malone, Superintendent of Schools

Mrs. Misty Riebel, MS/HS Principal, Grades 6-12

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

Tim Sandgren, 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

# Middle/High School Faculty and Staff

## MS/HS Staff Phone Directory 2024-2025

| <u>MS/HS Staff</u>  | <u>Department/Title</u>        | <u>Ext.</u>       | <u>MS/HS Staff</u>                      | <u>Department/Title</u>                 | <u>Ext.</u> |
|---------------------|--------------------------------|-------------------|---|---|-------------|
| Calasin, Maribel    | Language Arts                  | 106               | Malone, Stephen                         | Superintendent                          | 899         |
| Calasin, Renzy      | Science                        | 205               | Mathiowetz, Angie                       | Administrative Assistant                | 880<br>881  |
| Carlson, Shelby     | Medical<br>Careers/District RN | 202<br>Elem       | Menage, Julie                           | Director of Special<br>Education        |             |
| Ceplecha, Jonathan  | Social Studies                 | 203<br>217        | Menth, Lexi                             | Science                                 | 206         |
| Christianson, Joel  | Math                           | 210               | Menth, Mike                             | Social Studies                          | 208         |
| Coffland, Anna      | Para Support                   | 300               | Nachreiner, Mary                        | SPED                                    | 104         |
| Conference Room     | Conference Room                | 109               | OT, Speech, D/HH                        | SPED                                    | 218         |
| Computer Lab        | Computer Lab                   | 101               | Palokangas,<br>Preston                  | Academic Counselor                      | 125         |
| Copy/Work Rooms     |                                | 212<br>200        | Pietig, Mariah                          | Payroll- Human<br>Resources             | 892         |
| FACS Room           | FACS Room                      | 201               | Poppe, Jacki                            | SPED                                    | 122         |
| File Room           |                                | 302               | Poppe, Scott                            | Custodial                               | 123<br>120  |
| Freitag, Mike       | Phy-Ed Gym                     |                   | Pre-teaching Room<br>(across from FACS) |   | ?           |
| Hafner, Joe         | TECH                           | 204               | Sensory Room                            |   | 300         |
| Hoffmann, Charlotte | Math                           | 207               | Riebel, Misty                           | Principal                               | 888         |
| Hoffmann, Lauren    | Mental Health                  | 214               | Robinson, Jeremy                        | 6th Grade SS-Math-<br>Athletic Director | 209         |
| Johnson, Brittany   | AG<br>Wood Shop<br>Metal Shop  | 117<br>116<br>118 | Root, Emma                              | Counselor                               | 215         |
| Johnson, Seth       | Finance                        | 141               | Root, Erik                              | Band-Music                              | 115         |
| Kevelin, Tanya      | SWWC Occupational<br>Therapist |                   | Schwartz, Veronica                      | AG                                      | 203         |
| Kitchen Office      | Kitchen                        | 130               | Seifert, Sandy                          | Attendance Secretary                    | 881         |

| <b><u>MS/HS Staff</u></b> | <b><u>Department/Title</u></b> | <b><u>Ext.</u></b> | <b><u>MS/HS Staff</u></b> | <b><u>Department/Title</u></b> | <b><u>Ext.</u></b> |
|---------------------------|--------------------------------|--------------------|---------------------------|--------------------------------|--------------------|
| Konn, Emily               | SWWC Mental Health             |                    | Sorenson, Paula           | Art                            | 103                |
| Krcil, Susan              | Special Education              | 102                | Staff Lounge              |                                | 107                |
| Krehbiel, Tyler           | TECH                           | 204                | Tietz, Dawn               | Media Center - Library         | 110                |
| Kuehn, Josh               | Language Arts                  | 105                | Torre, Diego              | Indian Ed                      |                    |
| Leith, Ariella            | Dakota Language                | 202                | Unke, Amber               | SWWC Due Process Specialist    |                    |
|                           |                                |                    | Wester, Hailey            | SWWC Mental Health             |                    |
|                           |                                |                    | Wolling, Becky            | Nurse                          | 113                |
|                           |                                |                    | Zimmer, Peggy             | Finance                        | 893                |
|                           |                                |                    | Health Phy-Ed             | 216                            |                    |
|                           |                                |                    |                           |                                |                    |
|                           |                                |                    |                           |                                |                    |
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# 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.

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*This student handbook is designed to communicate district policy and expectations of students and families. It is arranged alphabetically by important issues. The whole school community, both staff and students will encourage each other to be successful, safe, respectful, and responsible.*

## Daily Schedules

# **Attendance/Absence**

**Our Philosophy:** Attendance is a priority at Cedar Mountain Middle/High School. We believe learning is enhanced by regular attendance. Research indicates that there is a significant correlation between student absences and achievement. Class attendance is critical to the successful completion of coursework and outcomes. The entire process of education requires continuity of instruction, classroom participation, and a variety of learning experiences, and consistent study in order to reach the goal of maximum education benefit for each and every learner. Absent learners cannot expect to make the same progress as they would if they were in attendance at school. We firmly believe a course cannot be successfully completed with excessive absence. Teachers are expected to take attendance within the first 10 minutes of each class, and communicate with the office if there are changes to submitted attendance.

Minnesota statutes require the district to monitor students' attendance. School administration will therefore inform parents/guardians of any attendance problems concerning their child. However, we need parents/guardians to be actively involved in resolving any deviations in their child's attendance and to work with the school district to ensure maximum attendance. Administrative discretion is applied.

**Maximum Absence Rule:** A student who misses class more than 10 times per semester will be subject to the consequences of the Maximum Absence Rule. ALL Absences (Including excused absences) will be counted, except those absences which result from participation in school authorized activities, official religious holidays, or a death in the immediate family.

## **Classification of Absences:**

1. School Authorized Absences:
  - a. These are to be verified at the time of absence and are **NOT** counted in the Maximum Absence Rule. Make-up work **IS** required.
    - i. Curricular & extra/co-curricular pre-authorized school events & programs.
    - ii. Official religious holidays
    - iii. Traditional Spiritual Practices
    - iv. Death of immediate family member (parent, step-parent, guardian, sibling, grandparent, child)

## **2. Excused Absences:**

The principal reserves the right to investigate and approve all absences. Depending on the circumstances and if a student has accumulated numerous absences, the principal may ask parents to produce a third party note.

- a. Parents or guardians must verify each hour absent in writing or by phone. Calls should be placed to the school office by **9:00 am the same day**. Students are not allowed to excuse themselves. This must come from a parent/guardian. Students should remind the parent to contact the attendance office prior to, the day of, or no later than 9:00 am the day after the absence and when possible to schedule appointments during non-school hours.
- b. **The number to contact to report an absence is (507) 249-5880. This must be done every day your child is absent.**
- c. Make up work **IS** required for any excused absences that may occur.
- d. Whenever possible, students are expected to follow the advanced notice absence described for make-up work.
  - i. Illness:
    - 1. A day of absence will be counted for each day a student is absent due to illness. In the event of extended (3+ days) or chronic illness, verified by a medical doctor, the student may appeal to the Attendance Committee. The attendance committee will consist of the Principal, Counselor, and 1 of the student teachers.
    - 2. In the event you become ill during the day, please go to the nurse's office. Office staff will assist you. If your illness justifies sending you home, arrangements may be made according to the Emergency Contacts information listed in Infinite Campus.
  - ii. Family Emergencies
  - iii. Medical/Dental Appointments that cannot be made outside of school time
  - iv. Court Ordered Appearances
  - v. Pre-planned absences (family trips, etc), which have been arranged and pre-approved by administration. Absences in excess of maximum allowable absences that result due to an out of town family trip may be excused at the discretion of administration. It is the responsibility of the absent student to make all necessary arrangements with teachers prior to the trip so as to remain caught up in courses. Makeup work must be completed within the allowable time period (1 day per day absent.) (Arrangements made prior to the absence in order to be excused; one week ahead recommended.)



1. *While the school recognizes the value of family time, trips, and club/youth organization participation, we encourage parents to schedule trips to coincide with scheduled school vacations.*

- vi. Driver's License test
- vii. Pre-Arranged post-secondary school or college visits. Junior and senior students may use two (2) days for this purpose. **All college visits must be communicated to the school attendance secretary.**
- viii. Out-Of-School Suspension (OSS): These absences ARE counted in the Maximum Absence Rule. Completion of make-up work IS required and credit given. All students meeting or exceeding 10 absences due to an OSS will discuss attendance and may enter into a behavior/attendance contract at the re-entry meeting.
- ix. All students must report to the office to receive a permit to class upon returning to school. This pass must be shown to all teachers. This pass serves as verification of the absence by the office.

### 3. Part-Day Excused Absences:

- a. Medical, dental appointments, and court ordered appearances:  
Parents/guardians are requested to telephone and/or write a note. Students must obtain a Permit to Leave School prior to the day of the appointment. Upon return, students must check in with the school office and provide verification of the appointment. Most of these appointments should be scheduled for times when school is not in session.
- b. Illness or injury during the school day: The student must sign out through the school office. Parent/guardian authorization is required and a Permit to Leave School is issued.
- c. Traditional Spiritual Practices
- d. Emergency during the School Day: All students must sign out through the school office and a Permit to Leave School is issued.
- e. **Failure to receive a Permit to Leave School may result in the absence being unexcused**
  - i. **EXCUSED PARTIAL DAY ABSENCES DO COUNT TOWARDS THE MAXIMUM ABSENCE RULE**

### Consequences for Exceeding Absence Limits:

1. The school will call parent/guardian any time a student is unverified absence (unexcused absence).
2. Every time a student has an unexcused absence, the student will be ineligible for all extra/co-curricular activities that day.

3. On the third (3) absence for a semester course, the student will be informed in person and the attendance secretary may send an Attendance Letter and a copy of the policy to the student's parent/guardian by mail.
4. If the student has reached five (5) absences from a semester course, the student will be informed in person and the attendance secretary may send, once again, the Attendance Form and an Appeals Form to the parent/guardian. **After 10 excused absences in one semester, a doctor's note may be required.** An administrator/counselor may conduct a conference after the 5th absence with the parent/guardian. An attendance contract may be drafted, signed, and enforced. Upon notification, the student may see the counselor to determine suitable options. Should absences reach 10 for a semester class and the student does not complete required work in the course, a No Credit (NC) will be issued and the student may need to make up the credit.
  - a. When a student has accumulated unexcused absences on 7 or more different school days, a truancy petition will be filed with the County Attorney.
  - b. In the rare event a student has suffered a long-term (chronic) illness, which can be verified by a doctor's signed statement, the student's record will show an incomplete (I). If the work has been made up according to the Make-Up WORK Policy guidelines, the incomplete (I) will be changed to a grade. If the work is not done in accordance with the Make-Up Work Policy guidelines, the incomplete (I) will be changed to (NC) or (F). NOTE: See Make-Up Work Policy.
5. The Attendance committee will meet with students/parents to address absences exceeding the maximum absence rule. The attendance committee will consist of the Principal, Counselor, and 1 of the student's teachers.

#### **4. Check-Out Procedure:**

If a student is to leave the school during the regular school day, the following procedure shall be followed:

1. The student shall present the parental request to leave the school to personnel on duty in the high school office before school in the morning. Legitimate reasons for out-of -building passes include things such as medical or dental appointments, court appearances, and special family obligations. The student may present a written request signed by a parent or guardian OR parents/guardians may also make arrangements by calling (507) 249-5880. Student requests without parental consent may not be honored.

2. When the request to leave school is approved, the office personnel may issue a pass stating the time that the student will be excused from class. At checkout time, the student will report to the office, show the pass, and sign-out. A sign-out sheet/form is provided as an official record.
3. A student who becomes ill or injured during the school day must report to the nurse's office. An evaluation of the student's health status will be made. If it is necessary for the student to go home, the student's parents/guardians (or parent's designee on the emergency call sheet) will be called by the nurse/main office to come for their student or to authorize the student to drive home. The student will be given a pass to present to the attendance secretary in the MS/HS Office. The student will follow the sign out per procedure.
4. Failure to follow check-out procedures may result in absences being counted as unexcused.

### **Tardiness**

Tardiness is defined as being late to class by any amount of time after the start of the class up to 5 minutes.

1. A student may be excused for being late to class only when detained by another teacher or office personnel.
2. The detaining teacher or office personnel will issue a pass/email to the detained student making sure to list the time the student was released on the pass.
3. After receiving a tardy pass, the student will be expected to report to class immediately. ***Students arriving more than five minutes after the tardy pass was issued will be considered unexcused and the teacher should treat the offense accordingly.***
4. Unexcused tardies are to be counted in the Attendance Policy. Upon receiving a 2nd unexcused tardy in any class during the quarter, a student will be assigned one (1) after school detention to be served within 2 days of being assigned the detention and will lose open campus (TA/Principal's Hour) privileges for the remainder of the quarter.
  - a. Upon receiving further unexcused tardies during the quarter, consequences for the student will be assigned accordingly: 3rd Tardy equals one additional (1) after school detention.
  - b. Consequences for the 4<sup>th</sup> Tardy and beyond will be determined at the administration's discretion and may include a parent meeting and further loss of privileges.
  - c. Any detention not served will result in an in-school suspension.
5. Any time a student is more than 20 minutes late to class, it counts as an unexcused absence.

- a. If a student is more than 20 minutes late at the beginning of the day, they need to report to the high school office where a parent/guardian will be called. Parent/Guardian will be notified via Infinite Campus of any and all tardies.
6. This process will start over at the beginning of 2nd semester with 1 warning. The 2nd time and all subsequent times a student is tardy will follow the procedures outlined.

### **Make-Up Work Policy Guidelines**

As a school striving for excellence, we place great value on the completion of school work. The following items are guidelines with the understanding that the completion of school work in a timely manner is of the utmost importance.

1. Students absent one (1) day will have two (1) days to make up work missed for the first (1st) day and two (2) for each succeeding day missed (or shorter/longer if mutually agreed upon by the teacher and student upon the student's return). If a student is unable to turn in the make-up assignments due to another absence, the make-up work from the initial absence will be due the next day the student is in attendance.
2. Teacher may request the assignments missed due to school-sponsored field trips, co-curricular activities, official religious holidays or pre-planned absences be completed in advance by the student.
3. Special arrangements may be made for long term (chronic) illnesses verified by a doctor's signed statement. An incomplete (I) may be given to allow for make-up time.
4. A homework request may be made for absences of more than one school day through the main office or via email directly to the teacher by parent/guardian. Students' teachers may be asked to email students/parents and/or bring assignments to the main office for parents/guardians to collect.
5. Students with unexcused absences will receive make-up work for the class period(s).

### **Truancy/Skipping**

If a student is willfully absent from school/class without permission, he/she assumes the responsibility and the consequences of violating a right and privilege. Cedar Mountain Public Schools have adopted the policy of our County agencies in regards to truancy. A copy of this policy is found on our district website.

**1. Unexcused Absences (Truancy)** are defined as a student who is absent from school/class without full knowledge or consent of his/her parents/guardians. The student is absent from school with or without consent of the parent or guardian for reasons unexcused by the school authorities. Makeup work is required.

- Examples of unexcused absences may include, but limited to the following:

- Leaving school without obtaining a Permit to Leave School from the school office.
- Is absent from school without proper verification from his/her parent/guardian.
- Is absent from class without permission.
- Obtains a pass to go to a certain place and does not report there.
- Becomes ill and goes home instead of reporting to the school office, or staying in the restroom and not returning to classes.
- Comes to school but does not attend classes
- Leaves for lunch without a pass and not returning without parental consent
- Oversleeping
- Personal grooming appointments (hair, nails, tanning, etc)
- Employment/interview
- Shopping/errand
- Family vacations
- Needed at home/babysitting
- Missed the bus/car trouble
- Needing to sleep/rest
- Interpreting for another person

**\*\*\*Administrative discretion may be used in any of the aforementioned situations to excuse an absence.\*\*\***

2. Tardiness: Students who are more than 5 minutes late to a class will be marked with an unexcused absence, not a tardy.
3. Excessive Absences: Requests by parents or guardians may be denied or counted as unexcused if they are for excessive absences. Excusing absenteeism and tardiness is at the discretion of the principal/administration.
4. Unexcused absences are made up through detention.
  - a. One class (45 minutes) = one 45-minute detention.
  - b. A skipped day of school equals eight (8) 45-minute detentions. Students must attempt to check in with the teacher whom class was missed with to make up missing content. This check can be done via email for documentation purposes. Detention supervisor will check for this communication.
  - c. A student will lose open campus (lunch/TA/Principal's Hour) privileges for the remainder of the quarter for any unexcused absences.
  - d. Students serving a detention to make up class time are expected to touch base with the teacher for whom they missed class prior to detention. Students are expected to work on missing content during the detention period.
5. Students with an unexcused absence will be subject to the school Truancy Policy. (There are no school sanctioned "Skip" days.)

# Truancy Policy

According to Minnesota Statutes 120.101, subdivision 5, students under the age of 18 must attend school. If a 16 or 17 year old is in attendance, they must follow the same guidelines as students under the age of 16. In cooperation with Health & Human Services, Redwood/Renville County Court System and local law enforcement agencies, Cedar Mountain Public Schools has developed the following Truancy Diversion Policy:

## Step One

After three (3) unexcused absences, a school letter (Certified with Return Receipt Requested) is sent to the parent of the truant student. Included in this letter will be:

- a. Copy of State Truancy Laws
- b. Copy of School Truancy Policy
- c. Students current attendance report

## Step Two

- a. Upon the fourth (4th) unexcused absence, a (phone call/letter) parent contact is made.
- b. School personnel forward student's most current attendance report, copies of letters sent to parents, any other documentation pertinent to the student's truancy including interactions with the student and/or parents to the County Attorney's office.
- c. The County Attorney will forward the appropriate information to the Redwood/Renville County Family Service Truancy Coordinator to begin the mediation program.
- d. The R/RCFSTC will obtain a release of information and contact the school if the family accepts services.

## Step Three

- a. Upon the fifth (5th) unexcused absence, a (phone call/letter) parent contact is made.
- b. School personnel fax updated attendance to Redwood/Renville County Attorney and Health & Human Services with proper release of information.
- c. Upon receipt, the county attorney will write a letter to the parent of the truant student asking them and the student to participate in a diversionary meeting.

## Step Four

- a. Upon the sixth (6th) unexcused absence, school personnel may make a (phone call and/or letter) parent contact and fax updated attendance to Redwood/Renville County Attorney and Health & Human Services with proper release of information.

## Step Five

- a. Should the student reach seven (7) unexcused absences and an attempt has been made by the school to address the student's attendance concerns as described above: the school should notify the County Attorney for a CHIPS petition.

Students who are 18 years of age are allowed to "withdraw" from school with their parent's permission.

THE SAME SET OF ATTENDANCE RULES APPLIES TO ALL STUDENTS REGARDLESS OF AGE.

# **Discipline**

Cedar Mountain Middle/High School takes pride in the positive behavior of students and rewards those who show a daily understanding of what we hold as valuable in our daily behavior.

As a school district we ensure our students are learning foundational skills and being held accountable to his or her highest potential. We strongly believe that we will all achieve higher if we follow this simple belief.

At Cedar Mountain Schools, learning is first. We take pride in our safe and positive environment.

Be proud. Be safe. Be respectful. Be responsible.

You are a COUGAR!

## **Cougar PRIDE Matrix**

### **Restorative Discipline**

When students fall short of Cougar Pride expectations, restoration of the impacted or strained relationship(s) may be necessary. Restorative discipline practices focus on building back the relationships that were impacted as a result of a poor choice in words/actions. Restorative discipline practices are not punitive and are not focused on punishment. Restorative practices focus on accountability while teaching the student the ways in which their actions fell short of Cougar Pride expectations, and ways to learn those skills that were not utilized and improve to do better in the future. A major goal of restorative accountability and discipline is keeping the student(s) in the classroom for the learning if at all possible. Restorative discipline may look differently for each student as natural consequences for actions are at the core of restorative practices. Cedar Mountain School staff will work with all students to learn from mistakes and repair impacted relationships. Restorative practices may include, but are not limited to:

- Mediation conferences (between students and all stakeholders impacted.)
- Corrective action (example; Conflict: student leaves a lunch table a mess. Staff intervention: discussion with students about what happened and why. Action: student apologizes to lunchroom supervisor and lunchroom staff, spends a few minutes cleaning up the area.)
- Time in the office - when the student is not quite ready to be back in class at that time and they need to work with administration to discuss meeting future expectations.
- Time in the student support room (possibly a debrief with the counselor or social worker)
- Detention - when extra time is needed beyond the school day (before or after school, or during lunch) to help the student correct their actions, or the student was not ready/willing to participate in mediation yet.

- Suspension - either in school or out - only when the presence of a student in the classroom causes a significant disruption to the learning environment and/or the offense was highly severe.

### **Backpacks/Bags**

Students at Cedar Mountain are allowed to bring backpacks/duffle bags into the school building as a means to carry necessary school/activity supplies. Backpacks are to be properly stored in each individual's school assigned locker during the entirety of the school day. Students are not allowed to bring backpacks into classrooms, assemblies or other school spaces during the designated school day. Backpack searches may be conducted at administrative discretion based on a reasonable suspicion of a policy violation or for building security safety checks.

### **Searches of student lockers, desks, personal possessions and student's person**

In the event of the existence of reasonable suspicion of a violation of school policy, students may be subject to a search by school administration. Searches of lockers, backpacks, persons, and possessions may be conducted should reasonable suspicion of a school policy violation exist. When possible, a second adult will be present. When suspicion exists that a student may have in their possession a vaping device on their person, school administration may utilize a metal detecting wand. Students will not be asked to expose any part of their person and should suspicion exist that a device is present, parents will be called to come in and assist in the search, unless the suspicion relates to a direct safety threat to students and staff.

### **Book Policy**

The Cedar Mountain School District provides students with all textbooks; if necessary. Normal wear is expected on these books. Abnormal wear, however, is not expected and students, who intentionally drop, throw, sit on, write on, or otherwise misuse textbooks in any manner, will be fined for damages to the book. An amendment to Minnesota Statutes 120.101 provides that schools may charge for lost or destroyed textbooks, workbooks, or library books. The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students. Students withdrawing from Cedar Mountain Middle/High School are responsible for turning in their textbooks.

### **Chromebooks**

The Cedar Mountain School District provides Chromebooks, a Chromebook charger cable and a Chromebook charger block to each student for educational purposes. Students must adhere to Chromebook use guidelines and pay all



appropriate fees as communicated at orientation prior to the start of the school year. Students found to be using Chromebooks inappropriately may be assigned Chromebook use modules to satisfactorily complete prior to receiving Chromebook privileges back. Any fees assessed for Chromebook misuse/breaks/losses must be paid prior to graduation or receiving a Chromebook for the following year.

### **Bus Conduct**

Bus drivers have the authority to implement and enforce rules of behavior deemed appropriate to assure safety to and from school. Students are responsible for their behavior during the times they are being transported. Students with chronic behavior problems on the bus may lose the privilege of riding the bus. The bus is an extension of the school day. All students will be taught appropriate bus behavior and must submit the acknowledgement of the bus safety test during the first week of school. School disciplinary policy will be enforced.

#### **Please keep in mind that the law says:**

Riding a school bus as transportation is a privilege, not a right.

(MN Statute 123.801). Cedar Mountain Bus Service provides transportation for Cedar Mountain students who are eligible. Any student planning to ride a bus that is not their assigned bus must have a signed note from his/her parents. To promote school bus safety, students may be videotaped on the school buses at any time by authorized personnel. Any concerns and/or questions can be directed to the Cedar Mountain Director of Transportation at (507) 249-3136.

While waiting for the school bus, students are expected to:

1. Stay back from the curb, driveway, and yellow lines at the school buildings.
2. Wait for the bus to come to a complete stop before approaching the bus.
3. Never chase or run beside a moving bus. Students who ride the bus shall:
  - a. Take a seat promptly and stay seated while the bus is in motion.
  - b. Be obedient and respectful of the bus driver.
  - c. Keep their heads, hands, and other parts of the body inside the bus windows at all times.
  - d. Not throw any objects through open windows.
4. Assure that no litter is left on the bus.
5. Refrain from using or having in possession any tobacco products, alcohol, or other contraband.
6. Do not use any obscene gestures or language.
7. Not verbally or physically harass anyone else.
8. Wear appropriate clothing for weather conditions.

## 9. No Bullying

### **CLASS I OFFENSES:**

1. Spitting
2. Horseplay
3. Excessive noise
4. Eating or drinking on bus without permission
5. Littering on bus
6. False identification/refusal to identify oneself
7. Riding unassigned bus or using unassigned bus stop without permission
8. Leaving seat/standing on bus without permission from bus driver
9. Toy guns, squirt guns/liquid type containers in any form (except those intended for lunch box use)
10. Riding or attempting to ride any bus during a bus suspension
11. Bullying, verbal abuse, harassment
12. Profanity, obscene gestures, possession of unacceptable material
13. Possession or use of laser pointers and pens
14. Inappropriate cell phone use
15. Disobedience to bus driver or Para
16. Other offenses as reported by the driver or principal

**CLASS I CONSEQUENCES** (Any discipline issued for CLASS II offenses will count toward CLASS I offenses count. Example: If a student is suspended from using the bus for “physical aggression toward another student”, they would be placed on 2<sup>nd</sup> Offense level for “disobedience to bus driver” without 1<sup>st</sup> offense level of “written warning” being given.)

- 1<sup>st</sup> Offense - Written Warning
- 2<sup>nd</sup> Offense- 1-5 school days school bus suspension (Reinstatement of bus privilege requires mandatory meeting with principal, parent, student, and bus driver and or manager)
- 3<sup>rd</sup> Offense - 10 school days school bus suspension (Reinstatement of bus privilege requires mandatory meeting with principal, parent, student, and bus driver and or manager)
- 4<sup>th</sup> Offense - Loss of all bus services

### **CLASS II OFFENSES:**

1. Hanging out of windows
2. Throwing/shooting of any dangerous object
3. Physical aggression against any person
4. Profanity/threats directed toward bus driver and/or Para
5. Possession/use of tobacco or any controlled substance (will also be reported to the building principal)

6. Vandalism to bus (minimum \$50 FINE or restitution as determined by bus service) Fine must be paid or restitution be made in addition to Class II Consequences for violations before student may ride bus
7. Holding on to or attempting to hold onto any portion of the exterior of the bus
8. Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
9. Possession or threat of weapons/explosives/flammables
10. Any student who had bus service revoked permanently last school year and then commits an offense in the current year.
11. Other offenses as reported by the driver or principal

#### **CLASS II CONSEQUENCES:**

- 1<sup>st</sup> Offense - 15 school days suspension from riding bus or loss of all bus services (Reinstatement of bus privilege requires mandatory meeting with principal, parent, student, and bus driver and or manager)
- 2<sup>nd</sup> Offense - Loss of all bus services for the remainder of the school year

#### **Other Discipline**

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school/bus stop misconduct. This Bus Discipline Policy follows the guidelines found in Cedar Mountain Policy 506 on Student Discipline adopted by Cedar Mountain School District.

#### **BUS TO EXTRACURRICULAR EVENTS**

ALL athletes, managers, statisticians and coaches must ride the bus. At tournament and contest time, band/choir members need to ride the bus to and from the event. If a student will be riding home with his/her parents, parents must sign a transportation authorization statement for the coach. Only participants of the organization going to an event will be allowed to ride the bus. **Any exceptions must be pre-approved by the activities director, principal and supervisor/advisor/coach of the event/contest/competition.**

#### **Laws**

The violation of any local, state, or federal law will be turned over to the proper authorities

#### **Discipline Continued**

**\*\*Administrative discretion will be applied.**

It is the position of the school district that a fair and equitable school discipline policy will contribute to school safety and a quality teaching/learning environment. Without discipline, learning cannot occur. The best discipline is self-discipline, which is the desired outcome of this policy. It is the responsibility of the school board, administrators, teachers, and staff to safeguard the physical and mental health and safety of each student. The school board and district administrators will support district

personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, State Board of Education regulations, and this policy.

### **Disciplinary Action**

Disciplinary action may be taken against students for any behavior, which is disruptive, dangerous, reckless, illegal, disrespectful, insubordinate or violates the rights of others. A continuum of consequences may include restoration, restitution, detention, extended detention, parent conference, loss of privileges, exclusion, suspension, change of placement, appearance before the school board, expulsion or other appropriate consequences.

If a student is suspended, parents shall be notified in writing of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by the Pupil Fair Dismissal Act of 1974. Students shall be notified of violations of the rules of conduct and resulting disciplinary actions verbally except as provided otherwise by the Pupil Fair Dismissal Act of 1974.

### **Behavior Expectations**

All Cedar Mountain students are expected to respectfully talk with any staff member who is addressing student behavior. All Cedar Mountain students are expected to follow the behavioral expectations laid out on the Cedar Mountain PBIS Expectations Matrix, which is found at the end of this document.

### **Behavior Violations/Infractions (when a student chooses to not be Prepared, be Respectful, Show Integrity, or be Disciplined)**

Cedar Mountain Middle School and High School will be using the following plan for addressing minor inappropriate student behavior. Severe/Major behaviors may result in the student being immediately sent to the principal's office. Severe behaviors and consequences are described on the next page(s).

Infraction/violation → Verbal warning and discussion of appropriate behavioral expectation

Repeat of violation → Conference between student and teacher, student behavior will be documented as level 1 or level 2.

Level 2 Offense or Continuing of violation after a conference → The student will be asked to leave the classroom/area, and to meet with the principal. A documentation form will be filled out. The teacher will call the parents.

Continuing violation after the documentation form has been filled out and parents contacted → Students will receive appropriate consequences from the teacher. Teacher-Parent contact made.

Continuing violation after teacher consequence(s) → Teacher assigns consequences or the teacher will send the student to the principal for discipline.

### **Definitions of Disciplinary Consequences:**

### **Change of Placement**

The student's class schedule and/or daily schedule is changed or modified.

### **Detention**

Any staff member may assign detention to a student who violates Cedar Mountain school rules. Staff may assign detention to be served before or after school or during lunch. Each staff member may supervise his/her own detention time. The teacher will coordinate detention details with the student and parents so that student transportation arrangements can be made if necessary. Any changes to the assigned detention must be cleared with the staff member who issued the detention. Students are expected to be on time for detention. If a student fails to serve detention time within a month from the original assigned date, the student will receive an In School Suspension for missing their required time.

### **Exclusion**

Exclusion is an act of the school board that prohibits the enrollment or re-enrollment of a student.

### **Expulsion**

Expulsion is an act of the school board that prohibits the student from attending classes and events in the school building.

### **Other Appropriate Consequences**

Other appropriate consequences might include assigned learning, research, writing or presentation. It may include a service learning project. The intent is to have the student learn from his/her mistake and to become a better person as a result of the discipline process.

### **Restoration and/or Restitution**

The student restores/fixes the damages to people or property that was caused by his/her misbehavior. In some cases the student will be expected to pay for damages or replace damaged, stolen or lost property (restitution).

### **Restricted Privileges**

A teacher or administrator may restrict a student's privileges, including, but not limited to break time, eating lunch in the cafeteria, after-lunch recess time, passing times...

### **Suspension (An administrative action that suspends a student's participation in a regular school schedule.)**

**ISS** (in-school-suspension) – the student will attend school, but will spend the entire day isolated from other students. The student will complete school work and appropriate character education. The student will respectfully work with the ISS supervisor. Cell phone/electronic devices will be stored away from the student during ISS.

**OSS** (out-of-school-suspension) – The student is prohibited from attending school or any school activities as a participant or observer. The student completes school work while away from school. Make-up coursework will be allowed the same timeline as found in the attendance portion of this handbook.

**Serious and/or Severe Behaviors (violations/infractions and corresponding consequences)**

Students who make any of the poor behavior choices included in this section are clearly not showing respect or responsibility to self or others. The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle or at a school or district activity. Law enforcement may be contacted for serious/severe misbehavior; law enforcement will conduct their own investigation and will bring charges forward appropriately. Considerations for assigned consequences include the context of behavior, student discipline records, and student's willingness to accept restorative justice measures. **\*\*Administrative discretion will be applied.\*\***

| <b><u>General Misbehaviors</u></b>   | <b><u>1<sup>st</sup> Offense</u></b> | <b><u>2<sup>nd</sup> Offense</u></b> | <b><u>3<sup>rd</sup> Offense</u></b> | <b><u>4<sup>th</sup> Offense</u></b> |
|--|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
|  |                                      |                                      |                                      |                                      |
| 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            |                                      |
|  |  |                                      |                                      |                                      |
| <b><u>Bullying and Harassment</u></b>  |  |                                      |                                      |                                      |
| 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            |
|  |  |                                      |                                      |                                      |
|  | <b><u>1<sup>st</sup> Offense</u></b>     | <b><u>2<sup>nd</sup> Offense</u></b> | <b><u>3<sup>rd</sup> Offense</u></b> | <b><u>4<sup>th</sup> Offense</u></b> |
| 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 affects an individual or group based | 1-2 Days ISS/OSS                         | 1 Day ISS + 3 Days OSS               | 5-7 Days OSS                         | Expulsion                            |

|   |                             |                             |                            |              |
|---|-----------------------------|-----------------------------|----------------------------|--------------|
| on their racial, cultural or religious background, their sex or any disabilities they may have.   |                             |                             |                            |              |
| 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    |
|   |                             |                             |                            |              |
| <b><u>Chemical Violations</u></b>   |                             |                             |                            |              |
| 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<br>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.<br>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.<br>MSHSL rules will also apply. | 7-15 Days OSS or Expulsion  | Expulsion                   |                            |              |
|   |                             |                             |                            |              |
| <b><u>Communications</u></b>  |                             |                             |                            |              |
| 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                |
|  |                                 |                                  |                            |                             |
| <b><u>Fire</u></b>   |                                 |                                  |                            |                             |
| 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 |
|  |                                 |                                  |                            |                             |
| <b><u>Physical Altercations</u></b>  |                                 |                                  |                            |                             |
| 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          |
|   |  |                       |               |              |
| <b><u>Weapons</u></b>   |  |                       |               |              |
| 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 | Expulsion  |                       |               |              |

|   |           |  |  |  |
|---|-----------|--|--|--|
| 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. |           |  |  |  |
|   |           |  |  |  |
| 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**

Purpose - The purpose of this policy is to assure a safe school environment for students, staff, and the public. General Statement of Policy - No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon in a school location.

### **Definitions**

#### **A. Weapon**

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

B. “School location” includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon.

### **Consequences for weapon possession/use/distribution**

- 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. Parent or guardian notification, and
  5. 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.

### **Policy application to instruction equipment/tools – Weapons Policy**

While the school district and the school take a firm “no tolerance” position on the possession, use, or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment as tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

### **Administrative discretion – Weapons Policy**

While the school district and the school take a “no tolerance” position on the possession, use, or distribution of weapons by students, the administration may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **DISCRIMINATION**

It is the policy of the Board of Education of District 2754 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection; therefore, whether full-time or part-time under any education program or activity operated by

the district for which it received federal financial assistance, responsibility for the implementation of provision of civil rights laws is assigned to the Title IX coordinator for the district.

#### **GRIEVANCE PROCEDURE FOR NONCOMPLIANCE WITH TITLE IX-**

- A. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint to the Title IX or Section 504 Coordinator with reasons for the complaint.
- B. The person designated to handle complaints shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. A decision shall be made by the designated official and such decision shall be communicated to the complainant within 15 days of the initial receipt of the complaint.
- C. If the designated official finds the complaint is justified, he/she shall initiate action to rectify the complaint.
- D. If the designated official finds the complaint is not justified, he/she shall notify the complainant in written communication.
- E. If the complainant is not satisfied with findings of the designated official, an appeal may be made to the board of education. The appeal must be requested in a written communication to the superintendent of schools no later than 15 days after receipt of the written decision of the designated official.
- F. A hearing before the board of education shall occur no later than 30 days after receipt of a written request for such hearing. The complainant may testify and may request that others testify on the complainant's behalf. The designated official will present the findings of the investigation called for in Step B. The board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.
- G. If the complainant is not satisfied with the decision of the board, appeal may be made to one or more of the following offices:
  - Director of the Office for Civil Rights, 300 South Wacker Drive, Chicago, IL 60606.
  - Commissioner of Human Rights, 200 Capitol Square Building, St. Paul, MN 55101; (612) 296-5663.
  - Equal Employment Opportunity Commission (EEOC) Regional Office, Milwaukee, WI 53202; (414) 224-1111.

#### **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](http://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](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](https://docs.google.com/document/d/1rZhc1sCx5WcFQ7vib7_DLqSSqNb2LtzJ/edit)

## **HAZING POLICY**

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

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. This policy applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be intimidated into or affiliated with a student organization shall be subjected to discipline for that act. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or any other employee of the school district who is found to have violated this policy.

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity which subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco products, or any other food, liquid, or substance that subjects the student to an

unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism that subjects a student to extreme mental stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

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

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

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

# **Grades/Honor Roll**

## **Grading System**

Cedar Mountain Schools are focused on academic standards that will challenge students to excel beyond their own expectations. Grades communicate student achievement at a point in time. AN academic grade based on course content aligned with local and Minnesota Academic State Standards will be communicated at the conclusion of each nine-week period for each subject taken. College courses will be graded as required by the college. Additional comments may also be included on the report card. Although teachers have different styles of grading, grades for the student's report card may follow a scale similar to this:

## **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 per the of it being assigned for E-Learning. Students who do not complete necessary requirements will be marked absent unexcused.

## **GRADUATION REQUIREMENTS & STANDARDS**

- Cedar Mountain graduation requirements include all state requirements. A district committee has determined that all students must complete Minnesota's standards which are embedded and covered throughout the curriculum.
- If a student passes the course, he/she has demonstrated satisfactory mastery of the content standards embedded and covered within the course. In 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Grade, all required courses must be passed and elective courses must be passed (in adequate quantity) to meet total credit requirements. Students are required to register as full-time students through their graduating year.
- Graduating students must earn 24 credits in grades 9-12 to earn a diploma from Cedar Mountain High School
  - Credits shall include:
    - Four (4) credits in English-Language Arts
    - Four (4) credits of Social Studies
    - Three (3) credits of Mathematics
    - Three (3) credits of Science
    - One (1) credit of Physical Education and
    - One-Half (.5) credit of Health
    - One (1) credit in the Arts
    - One-Half (.5) credit of Personal Finance
    - Eleven (7) credits in Electives



### **Graduation Ceremony**

Any student who has met the requirements established by the Cedar Mountain School Board will be eligible for a diploma. To participate in the graduation ceremony all required courses for credit/graduation must be completed prior to graduation practice, which is typically held one to three days prior to graduation.

### **Graduation and Middle School Academic Requirements**

The greatest indicators of student success in high school (grades 9-12) are the level of achievement and grades earned in middle school. Although middle school coursework (grades 6-7-8) doesn't count towards graduation credit, students are required to pass all core subjects. Students who fail middle school core subjects may be required to either retake the courses or participate in rigorous remediation of the courses' content/standards. Middle school students who fail multiple core subjects may be retained.

- Middle School Required Core Subjects:
  - Math, English, Science, Social Studies
- Potential Middle School Enrichment Subjects in Grades 6/7/8:
  - Ag, Health, Art, Leadership, Study Skills, Music, Literature/Reading, Physical Education, Communications Arts, Food Science, Project Lead the Way, Finance, Newscast.

### **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. (Grade Point Average) as listed below with at least five (5) subjects carrying letter grades (A-F). All subjects for which letter grades (A-F) are given are included in the determination of honor roll eligibility.

- 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. Any student who receives an "I" on their report card are ineligible to be on the honor roll.

## **Medication/Drugs**

### **HEALTH SERVICES AND HEALTH RELATED**

Cedar Mountain School District has a Registered Nurse (RN)/Licensed School Nurse (LSN) and a Licensed Practical Nurse (LPN) on staff, and a Licensed School Nurse contracted through Southwest West Central Service Cooperative to assist in the mentoring of the RN/LSN. We encourage parents to use extreme caution in sending ill students to school.

- Please keep students home 24 hours after they last vomited, had diarrhea, or started antibiotics. If a student has a fever of 100.5 degrees or greater they will be sent home. They can return to school 24 hours after their temperature returns to normal and when ill symptoms no longer exist.

- **If your child has any health concerns, such as allergies, diabetes, asthma or any other specific diagnosis, be sure that the school staff and nurse are aware of this condition.** Also see: Immunization and Medication sections.

### **Illness/Injury During the School Day**

If a student becomes ill or is injured in school, he/she should report to the health office. The parents will then be notified by school personnel before the student is sent home. A cot is available in the nurse's office. It may be used by students who are ill or injured and awaiting transportation home. No student(s) will transport themselves anywhere regardless of severity of injury.

### **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 if they do not meet the minimum immunizations 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 concerns with the office staff or with the school nurse.

### **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 the school day the following procedures must be followed:

- For over-the-counter medication (such as Tylenol or cough drops):
  1. Medication Authorization Form must be completed.
  2. Medication Authorization Form is signed by the parent/guardian.
  3. Medication Authorization Form will be kept on file in the health/Nurse's office.
- For prescription medication (such as inhalers, controlled medications, Epi-Pens):
  1. Medication Authorization Form must be completed.
  2. Medication Authorization Form is signed by the parent/guardian **and** by the physician.
  3. Medication Authorization Form will accompany medication brought to the health office. Any medication given during the school day must be:
    - Age-appropriate
    - Brought in an **original** container (this includes cough drops) or a labeled prescription bottle.
    - Must not be expired (as indicated on the label).
    - Requests for medication administration must be specific about how the medication needs to be given. Medication Authorization Forms are available in the following places: school office or school website. The

School nurse will be in contact with Renville County Public Health Services before any new medication is given. Due to concern regarding students transporting medication in school vehicles, parents are strongly encouraged to deliver their child's medication(s) directly to school. This process will ensure that medications arrive intact to their correct destination. **If non-authorized medications are identified, they will be confiscated and the principal will be notified.** Any questions regarding these issues can be directed to the Superintendent. Field trips and off campus activities: If a student will/may require medication during a field trip or off-campus activity, please contact the school nurse about this process.

## **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**

Cedar Mountain Schools is committed to a policy of honesty, integrity, and respect.

Adherence to a strict code of ethical behavior is the responsibility of every student. Our standards include the expectation that no student will engage in the following unacceptable scholastic behaviors:

1. Cheating – to deliberately and dishonestly violate rules and expectations in an attempt to gain some advantage
2. Plagiarism – misrepresenting other's written work as your own. Plagiarism is illegal. To avoid plagiarism, students must acknowledge their source in the form of a footnote or citation.
3. Copying someone else's work or unacceptable/unauthorized collaborating. Collaboration requires similar rigor from all participants; unacceptable collaboration is something your teacher would not be likely to approve.

Depending on the severity of the offense, the number of offenses, and the impact on the curriculum, all students involved may lose credit for a project or test, lose class or course credit, be assigned detention or suspension, and/or parents will be notified. According to MSHSL guidelines, the student will be ineligible for one MSHSL extracurricular event.

### **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 office. Athletes need a physical every three years. Forms are available in the 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:

Progress/Grade checks will occur on a bi-weekly basis. The specific days will be determined by the principal. Students with a status of borderline (60-73%), failing (below 60%), or incomplete will be identified. The following process will be followed regarding eligibility:

- At week 3, all students will receive notification and have 1 week to improve their status, if necessary. This will continue on an on-going two week basis.
- At week 4, students identified as failing or incomplete will be ineligible for a minimum of one week, when their status will be reviewed.
- At weeks 5, 7, and 9, students will again have their status updated. Students identified as failing or incomplete will be ineligible for a minimum of one week, when their status will be reviewed.
- All ineligibilities begin on the Monday following a progress/grade check.
- Students that are ineligible may go to practice and attend games/meets but not participate in the game.

At the end of semester 1, students receiving a failing grade will be ineligible for one event. Students receiving an incomplete will have one week to complete schoolwork to achieve passing status. Students failing semester 2 will be ineligible for their first athletic event of the following fall school year.

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, parents 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)**

- Students participating in extracurricular sports and Danceline will be charged an activity fee. The activity fee for middle school sports is \$60 per athlete per sport. The activity fee for high school activities is \$80 per athlete per sport. Activities: Fall Dance, Winter Dance, Knowledge Bowl, Speech, Fall Play, Spring Play, E-Sports=\$30 per season. The individual maximum is \$200. Families having more than one student participating in activities have a maximum of \$315. All fees must be paid before the student will be allowed to participate in the first contest.
- Individual admission prices for athletic events are \$7 for adults and \$5 for students. 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 9:30am. Announcements must be in the office by 9:00a.m. 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/>

### **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 is available to discuss personal matters on a confidential basis or just seek information on class scheduling, occupational information, post secondary information, etc.

### **Dress/Appearance Code**

1. Dress for school. Students are expected to wear appropriate clothing.
2. Attire that is unsafe, unhealthy, disruptive, offensive to generally accepted community standards, or obscene is prohibited. No blankets will be allowed.
3. Gang related clothing, jewelry, tattoos, markings etc. are not allowed in school. Bandanas and chains are not allowed in school.
4. Clothing, jewelry and personal property must not have inappropriate or suggestive slogans, words, pictures, alcohol or tobacco advertisements, etc.
5. Tank tops or other sleeveless tops/dresses must completely cover undergarment straps. Not allowed: spaghetti straps, halter-tops, strapless shirts, transparent materials
6. No midriffs or cleavage or area below armpit may be exposed at any time during school hours or at school activities.
7. All dresses, shorts, and skirts cannot be shorter than mid-thigh while sitting or standing. Torn or low-hanging pants/shorts/skirts that expose skin or undergarments above the 4-inch rule (described above) are not allowed.
8. Hats and head coverings that do not hinder the learning environment can be worn by students in grades 9-12. Teachers reserve the right to ask a student to remove a hat within the classroom. Hoods are not to be worn during school hours with the strings cinched shut or hindering view of the face
9. Sunglasses are not to be worn over eyes or on top of heads in the school building during the school day.
10. Shoes must be worn at all times. SLIPPERS ARE NOT TO BE WORN IN SCHOOL.
11. For reasons of safety and health, special dress and grooming regulations may be required in shops, PE, science classes, etc...
12. For special events like field trips, dances, banquets, commencement, etc., appropriate dress is required.
13. Students will receive an Unexcused Absence from any class period missed while obtaining acceptable clothing.
14. Any questions should be forwarded to administration.

### **Lockers/Padlocks**

One padlock for each locker in the middle high school will be provided by the school district on a student's first day of school. These padlocks must be returned to the



school district on their last day of school. If a padlock is lost or broken during their enrollment, the student will be responsible for paying \$5.00 to have it replaced. **ONLY SCHOOL ISSUED PADLOCKS MAY BE USED. ALL OTHER PADLOCKS WILL BE REMOVED UNLESS APPROVED BY ADMINISTRATION.**

**It is the policy of the state of Minnesota that:**

- "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials." During the course of the school year, a canine unit may be requested to search the school property including lockers, storage areas, and the parking lot without advanced notice.

**The school accepts no responsibility for articles lost or stolen from lockers, and for this reason we recommend that valuables be left at home.** Students will be responsible for keeping their personal possessions locked in their lockers at all times when they are not needed for class. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

The student assigned to the locker is responsible for the contents. If you must bring valuables to school, please leave them in one of the offices where they can be locked up. Damaging the locker will be considered damage to school property and be subject to the consequences listed under "Willful Damage of Property". Police dogs may also be used to search school property, including lockers and cars on school premises. Books, bags, and other personal items must be placed in a locker while being stored.

**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.

### **PROM**

The prom is a party for the graduating seniors, staged by the juniors. The decorating is undertaken by the juniors under the supervision of their advisors. Senior guests and junior hosts are permitted to invite sophomore or outside guests (sophomore – age 20) provided they are registered and approved by the school administration; guests are the responsibility of the student who signed him/her up; guests will be asked to leave if their Cedar Mountain host leaves. **Outside guests must be under 21 years of age, or approved by administration.** All rules and regulations related to this affair are subject to change at the discretion of the local school board. Continuation of this annual event will be dependent upon the interest and enthusiasm displayed by the sponsoring junior class and members of the senior class. Appropriate dress is required for this event. Jeans, shorts, etc., are not permitted during the banquet, grand march, and dance. Students attending prom must be in attendance all day if prom is held on a school day evening or in attendance the whole day before prom if prom is held on a weekend evening. Students who are attending prom must have all class dues paid and must be passing all of their classes to be eligible. Emergencies and extenuating circumstances will be considered by the administration. Provocative or reckless dancing will not be allowed. If a warning is given and students continue to dance in an inappropriate manner, the students will be asked to leave the dance and not return. A school administrator or administrative designee must be in attendance at all school dances. Law enforcement may be present at school dances and may also have a Breathalyzer for use if necessary. Students will not be allowed to bring bags or purses into the dance. All bags and purses will be kept in a locked room. Bags and purses may also be checked before loading a bus or being locked up. Students will have limited access to the hallways and no access to lockers during school dances.

### **REGISTRATION**

A student who has registered for a class is expected to complete that class, whether it is a 1/2-credit course or 1 credit course. The only exception will be when, after consultation with student, teacher and counselor, within the first 5 days of the class, the teacher gives the recommendation that a drop of the class is best for all those concerned and is approved by the principal. If a student drops anytime before the completion of the class, no credit will be given, and a fee may be assessed. If, at the time of dropping, the student is failing that course, it will be recorded on his/her

permanent record as a drop-fail. Students may take up to four credits from an accredited on-line school or correspondence school outside of the school day, and the student will pay for these courses. Schedules will be made available to students via Infinite Campus prior to school starting. Any changes to schedules must be requested prior to the first day of school or at the discretion of the principal. This includes both 1st and 2nd semester. This does not pertain to PSEO classes. Administration discretion will be applied. A one-week period of time will be scheduled prior to each semester for potential schedule changes. Students should meet with the counselor to inquire about schedule changes. Schedules will be made available to students via Infinite Campus prior to school starting. Any changes to schedules must be requested prior to the first day of school or first day of second semester. Schedule changes are limited due to class size and to ensure the changes do not affect graduation requirements or course requirements. Following the one-week time period, only administratively approved changes will be allowed. These changes must be for extenuating circumstances and will not be allowed if the schedule meets the student's academic needs. All schedule changes need to be done prior to the class start date.

## **Miscellaneous**

### **Arriving at School**

The school doors will open at 7:45am. All students will enter Door 10. Bussed students will be dropped off at the high school office Door 10. Drop off on Somerville will be for students dropped off via car. Those students will be asked to walk around the school to enter Door 10. The District office doors will remain locked at all times to ensure safety of our learners. The official school day is 8:10am - 3:20pm.

#### **Middle School Students:**

- Students in grades 6-8 will report directly to the cafeteria until 8:05am. Breakfast will be served from 7:45-8:10am. All MS Students are expected to be in the cafeteria for breakfast until dismissal at 8:05am. At that time they will be dismissed to their lockers and begin their first hour class at 8:10am.

#### **High School Students:**

- Students in grades 9-12 will be allowed to go to their lockers and report to first period by 8:10 when the first hour begins. Breakfast will be served between 7:45am-8:10am for high school students.

### **Food and Drink**

Students are expected to help maintain a clean, orderly cafeteria space. Breakfast and lunch food items are to be eaten in the cafeteria or other prearranged and approved eating location. The cooks are ready on the food line with a good, wholesome meal. In addition to preparing a good meal, they keep the dishes clean and the food preparation area sanitary. Water will be allowed with a secure lid.

### **Breakfast**

- Breakfast is available to all students. The first serving of breakfast is free for all students this year.
- Middle School serving time is from 7:45am-8:10 am. All middle school students, grades 6-8, will report to the cafeteria for breakfast. All students are highly encouraged to go through the breakfast line.
- High School serving time is from 7:45am-8:10am. All students are highly encouraged to go through the breakfast line.
- Breakfast eaters must remain in the cafeteria while eating. All trays are to be returned to the dishwashing counter. Milk cartons, napkins, etc., are to be put into the garbage.

### **Lunches**

- Hot lunches are available to all students.
- The first serving of lunch is free for all students this year.
- The cost for extra milk and extra portions for students can be found on the district website at [www.cms.mntm.org](http://www.cms.mntm.org).
- The school will not permit students to use money from another student's account.
- Second helpings of the main entree will be CASH ONLY. Students will NOT be allowed to charge second servings.

The Cedar Mountain kitchen lunch policy is offer vs. serve. You are required to take 3 out of 5 items (milk, fruit, vegetable, meat, or bread). Dessert does not count. A lunch menu will be posted on bulletin boards throughout the school and teachers will have a copy. The lunch menu will be for a month and is subject to change. Students who sign up for ala carte are expected to pay for the item. Juice cannot replace milk in the National School Lunch Program. MN Statute 124D.114 requires Cedar Mountain to provide alternatives for a student with lactose intolerance if the parent has requested, in writing, an alternative. More information about this policy can be obtained from the district office.

### **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.

## **CELL PHONES and Other Personal Electronic Media/Communication Devices**

Cedar Mountain MS/HS is a device free school during class time. This is the instructional time from the start of the class period to the end of the class period. Students are permitted to use cell phones, smart phones, head phones and other portable electronics (Ipods, MP3s, Gaming Devices...) at the following times:

1. Before/After school
2. During lunch
3. During passing times.

Teachers will provide a specific location (Blue pocket holder) for devices to be turned into at the beginning of each and every hour. Students seen using a device during class time, including while in the hallway, will have the device confiscated and taken to the office. Students will be able to pick up their device at the end of the school day on the first offense. Parents will be required to pick up the device from the office if a student repeatedly violates this rule. Extenuating circumstances can be discussed with the principal regarding the return of a device **External speakers on cell phones or other electronic media are not to be powered, used or heard**; students must use earbuds. Any photos and or videos taken of a student or staff member without consent may be considered harassment.

## **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.

## **DANCES**

The date for a dance must be approved by the principal at least 10 days before the dance. All school expectations will apply and will be enforced by a school official. A school administrator or administrative designee must be in attendance at all school dances. Law enforcement may be present and may use a Breathalyzer if necessary. All student bags and purses may be kept in a locked room. Students will not have access to their lockers before the dance. Outside entrance doors to the building will be locked within one hour of the start of the dance. No student leaving the dance will be readmitted unless arrangements have been made with dance supervisors beforehand. Inappropriate, provocative or reckless dancing will not be allowed. If a warning is given, and the student continues to dance inappropriately, the student will be required to leave the dance and to not return. Students must be academically eligible to attend school dances.

High School Dances – Cedar Mountain students in Grades 9-12 may participate. All non-Cedar Mountain guests must be a student in grades 9-12 and must be registered in the high school office by their Cedar Mountain student host no later than noon on the day of the dance. The guest student will be the responsibility of the Cedar Mountain hosting student who registered him/her. Each student is allowed to register one guest.

Middle School Dances – The hosting grade must complete a dance plan with the principal at least 10 days prior to the dance. No outside guests are allowed.

## **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.

### **PASSES**

Students need a staff issued pass to leave a class or study hall. If the student would like to meet with the guidance counselor or social worker, the student should obtain a pass from the office before school or during passing times. Out of school passes (blue slips) are obtained only in the high school office.

### **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 an office until the end of the day.

### **PEST CONTROL**

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

- inspection and monitoring to determine whether pests are present and whether any treatment is needed;
- recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
- utilization of non-chemical measures such as traps, caulking and screening; and
- application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are

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

### **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.

### **POST-SECONDARY ENROLLMENT OPTIONS**

- Post-Secondary Enrollment Options (PSEO) is a state program for public high school juniors and seniors who are eligible and meet the admissions requirements of the post-secondary institution. PSEO gives the student an opportunity to complete some of their high school requirements by taking non-sectarian courses at a participating college or university. The school counselor will present information to the classes (9-12) concerning PSEO in various classroom settings and guidance groups. When a student indicates interest, the counselor will discuss the option with him/her by sharing the information on the various forms. The school counselor and an administrator will meet with the parent(s) and student to thoroughly discuss each of the forms and to primarily talk about the form: Post-Secondary Enrollment Options Program - Student/Counselor Planning Guide. The student needs to realize his/her responsibility of communicating grade progress to his/her parent(s). Parent(s) must be aware of class and grade progress each quarter or semester as Cedar Mountain is not informed or responsible for class changes, dropped classes, or students not attending classes. These changes may affect the student's graduation status at Cedar Mountain, as the school does not receive the grades for a student until well into the following term. The student is also responsible to complete all requirements for graduation as set by Cedar Mountain Schools. This includes completion of the senior research paper. A diploma will be presented at graduation if all requirements are met and grades are received from the post-secondary institution. While the student is attending the post-secondary school, the counselor will contact the parent(s) and the post-secondary school during and at the end of each term (quarter or semester) for a report on the progress of said student. Communication will be maintained among all parties.



Students are required to inform the school counselor of their intent to enroll in PSEO courses during the following school year by May 30. If notification to the school counselor is after May 30th, the students will not be allowed to do a PSEO course for the following school year.

### **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 coop 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 password 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 insure 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 my school bag while the Chromebook is inside.
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, 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 Mrs. Misty Riebel at the MS/HS. [mriebel@cedarmt.org](mailto:mriebel@cedarmt.org)

### **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.

### **WHEELS ON SCHOOL GROUNDS**

Skateboards, scooters, and rollerblades may not be used on school property.

### **YEARBOOK PHOTOS**

Photos are taken annually for the yearbook. All photos used in the yearbook for students in grades 6-11 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** \_\_\_\_\_ *Adopted:* 2004

*Revised:* 2014

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

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

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

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

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

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

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

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include

preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

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

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

### **III. DEFINITIONS**

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

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

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

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

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

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not

limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network

Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term

applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the

school environment.

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

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

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

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



school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

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

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

#### **IV. REPORTING PROCEDURE**

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

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

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person

who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

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

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

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

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

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

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in

employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

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

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

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

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

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

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

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

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

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

#### **VIII. NOTICE**

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

#### **IX. POLICY REVIEW**

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

# 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. "Assult" 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.<sup>1</sup>
- 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.