



CANNON VALLEY Special Education Cooperative

Cannon Valley Special Education Cooperative

Student Handbook

2021 - 2022

200 Western Ave NW, Faribault, MN 55021

District Office Phone: 507.209.2030

FAX: 507.209.1802

www.cannonvalleyspecialed.org

Cooperative Administration

Sarah McGuire, Executive Director

Ryan Korolewski, ALEX Coordinator

Shari Qual, STEP/SUN Coordinator

Member District Administration

Faribault

Todd Sesker – Superintendent

Rob Dehnert – Special Services Director

Medford

Mark Ristau – Superintendent

Geoff Wagner – Special Services Director

Northfield

Matt Hillman – Superintendent

Cheryl Hall – Special Services Director

Owatonna

Jeff Elstad – Superintendent

Danielle Theis – Special Services Director

The Cannon Valley Special Education Cooperative School Board meets on the fourth Tuesday of each month. All meetings are located at the District Office located at 200 Western Ave NW, Faribault. The board meeting begins at 4:45 p.m. unless otherwise noted.

All agendas and notes can be found on the District Website: www.cannonvalleyspecialled.org

Programs and Contact Information

Alexander Learning Academy

200 Western Ave NW, Faribault, MN 55021

507.209.2030

Mandi Tweet, Administrative Assistant

Ryan Korolewski, Coordinator

SUN Program

200 Western Ave NW, Faribault, MN 55021

507.209.2030

Mandi Tweet, Administrative Assistant

Shari Qual, Coordinator

STEP 18-21 Program

200 Western Ave, Faribault, MN 55021

507.209.2030

Mandi Tweet, Administrative Assistant

Shari Qual, Coordinator

District Office

200 Western Ave NW, Faribault, MN 55021

507.209.2030

Cori Weems, Executive Assistant

Kim Washa, Finance Coordinator

Sarah McGuire, Executive Director

Laurie Kodet, District Nurse

Welcome to Cannon Valley Special Education Cooperative

Belief Statement

We believe that all students can be successful and productive learners when taught the tools to access their personal potential in our small, individualized, and specialized programs.

Mission Statement

We will provide all students with opportunities to develop skills necessary to be successful in their home, school, and community in a safe and nurturing environment.

Vision Statement

All students and staff will feel welcome, accepted, and engaged in their personal learning journey.

Cannon Valley Special Education Cooperative Programs

Cannon Valley Special Education Cooperative (CVSEC) offers three programs between four local school districts: Faribault Public Schools, Medford Public Schools, Northfield Public Schools and Owatonna Public Schools. All students attending these programs have an Individualized Education Plan (IEP) and have been placed in the programs by the IEP team of the member district.

Alexander Learning Academy – K-12 grade specialized school program for students with intense social, emotional, and/or behavioral needs. The program utilizes the Boys Town social skills program throughout the program. The Boys Town model is a compassionate, research proven program for working with students who have emotional and behavioral needs. It teaches students new life changing skills; it helps build healthy relationships and empowers students to make good life choices. It incorporates a level motivation system and provides immediate feedback to a student’s positive and negative behavior; focusing on teaching rather than “punishing”. The overall goal is to teach students the skills required to be successful in the typical school in their home district.

SUN, Students with Unique Needs– K-21 specialized school program for students requiring a highly structured and individualized program for students with a variety of disabilities exhibiting significant needs in self-regulation, communication, behavior and academic needs. The SUN Program specializes in working with students who are on the Autism Spectrum or have Autism characteristics in combination with other disabilities.

The curriculum supports each student's academic, social and emotional development; emphasizing the importance of working both independently and collaboratively with other students.

STEP, Secondary Transition Education Program – This individualized program is designed for students ages 18-21 who have a current IEP which demonstrates significant transition needs. The focus of the STEP Program is to prepare students to live as independently as possible after their high school experience. There are four key components to the program: (1) Classroom Instruction which offers courses that are designed to meet the unique needs of each student and help them obtain their high school diploma, (2) Practical Assessment Exploration System Lab (PAES Lab) which helps students explore their work interests and skills and provides hands-on simulated work exploration and work behavior development, (3) Work experience opportunities which matches students with work opportunities to help them further explore their interests and meet their educational needs, and (4) a Learning Lab which provides students with access to a kitchen, laundry facilities and a living space to develop transition skills.

Program Hours of Operation

Office Hours for all programs:	7:30am – 4:00pm	Monday through Friday
All Programs Student Hours:	8:30am – 3:15pm	Monday through Friday

Students should not be in the building prior to 8:20 a.m. unless they have an appointment to see a teacher or inclement weather necessitates their early entrance into the building.

Handbook Description

The Cannon Valley Special Education Cooperative Handbook provides information to families in the Setting IV programs: Alex, SUN, and STEP. All programs follow the District Policies and Procedures due to the specialized programming provided. This handbook may not contain all District Policies and Procedures. Additional information can be obtained by viewing the District Policies on the website: www.cannonvalleyspecial.org

Students attending the Cannon Valley Special Education Cooperative have been referred to the programs because the student's needs cannot be met within the general education setting. Students are referred to the programs through the IEP process and students will return to their home school through the IEP process.

School Policies, Procedures, Services and Programs

Access to Student Records

The law allows the parent or guardian to inspect student school records. Any information believed to be inaccurate, incomplete, or unnecessary may be challenged. In most instances information in a student's cumulative record has been originally submitted by the classroom teachers or discussed at parent/teacher conferences or IEP meetings. Parents and students may view their records upon written request to the District Office. A maximum of ten days will be required to accumulate all recent information in preparation for the review. All student records will be treated in accordance with the provisions to Public Law 93-390 and the laws of the State of Minnesota.

Complete student special education records will be kept for seven years. After seven years, the last IEP and assessment will be retained.

Information concerning students and their family is confidential. Professional staff who work with the student are allowed access and must sign a review sheet in the cumulative and/or due process folder.

Attendance

Parents or guardians of a student who will not be in school should call every day of absence to the appropriate school phone.

If a phone call is not received by 8:45 a.m. and your child does not arrive at school, you will be telephoned to verify the absence.

Students who arrive after the beginning of the school day are to check in with the front office for a late slip before reporting to their classroom. If an absence is anticipated, call the school prior to the absence.

Attendance Procedures

Compulsory Instruction

MN Statute 120A.101, subd. 5

Children shall receive instruction.

Truant: absence without lawful excuse from attendance at school when required to attend.

MN Statute 260A.02, subd. (3) and subd. (19):

(3) Continuing Truant: a child who is subject to compulsory instruction requirement and is absent from instruction without a valid excuse within a single year for:

(a) 3 days if the child in elementary

; or

(b) 3 or more class periods on 3 days if the child is in middle school, junior high, or senior high school.

(19) Habitual Truant: a child who is absent from attendance at school without lawful excuse for:

- (a) 7 school days if the child is in elementary school: or
- (b) 1 or more class periods on 7 school days if the child is in middle school, junior high school, or senior high school.

Acceptable Reasons for Absence

- Illness- if a student is absent for personal illness or that of their child for more than 3 days per quarter a physician's statement may be required
- Serious illness or death of a family member
- Required court appearances
- School sponsored activities
- Driver's test
- Maternity/Paternity Leave – Academic credit will not be earned during the leave period, but the parent will maintain their Day School status. Communicate with Director and nurse regarding leave details. Credit options may be expanded with the approval of the Director.
- Administrative pre-approved absences, such as important family commitments.

Truant/Unexcused Absences

- Absences not authorized or verified by the parent/guardian or the school
- Transportation difficulties
- Leaving class/school without permission
- Oversleeping
- Other absences verified by the parent/guardian not approved by the school
- It is the student's responsibility to make up ALL work missed as result of absence.

Students who are 18 years of age or older will be treated the same as any other student. The District will accept only parental confirmation of absence. If a student is living independently, he/she must see the building administrator concerning attendance policy.

In the case of absences other than for sickness or emergencies, permission is to be secured before the absence occurs. Such permission may be obtained from the Coordinator. For all absences, the student needs to have a parent/guardian and/or physician verify student absences.

Absences and Credits

Students who are tardy more than 15 minutes will be counted as unexcused or truant.

All students who are absent for 8 or more class periods per quarter will still have opportunity to earn credit. Student will not be removed from the class based on attendance. Teachers will assign a grade if a student's

academic average is C or better at the end of the quarter. If a student has a D average a failing grade will be assigned.

Students who have 15 consecutive absences will be dropped from school.

Other changes in attendance expectations should be a part of a student's IEP.

Administration has the right to determine if the absence is excused regardless of parent consent of the absence. If the absence is not verified within two school days, the absence will be unexcused.

A child's time at school is important. Children who are absent for even one day, or who arrive later than their classmates, miss valuable instruction time and time with peers. With that in mind, please note the following.

Excused absences or tardies require parental communication with the school on or before the day of absence or tardiness. If such communication takes place, the following shall be considered an excused absence.

- A. Ill - flu, cold/cough, headache, strep throat, etc.
- B. Family emergency/special events - accident, funeral, wedding, family trip
- C. Childhood diseases
- D. Doctor/dental appointments that cannot be made outside of school hours
- E. Taking child home at the request of the school

Unexcused absences or tardies: No parental communication with school, sleeping in, student leaving without permission.

Any student not in school will be counted absent. Please call the school attendance line at your child's school by 8:45 a.m. every day that your child will not be in school. This line is a recorded message that you can call anytime, 24 hours a day. If the student is absent and there is no contact with a parent/guardian, the child will be considered unexcused.

Any student that arrives after the bell rings or leaves school early, for any reason, will be counted tardy. You must call the attendance line to report that your child will be tardy.

Letters of Concern

A letter of concern will be sent to the parents of any student who has three unexcused absences, six tardies, or any number of excused absences that are negatively affecting the students' classroom achievement. Four (4) unexcused tardies will be considered one (1) unexcused absence.

A letter will be sent to parents requesting a meeting with the Coordinator, nurse, social worker, and teacher to discuss their student's attendance when the student has five unexcused absences, ten tardies, or any number of excused absences that are negatively affecting the student's classroom achievement.

Since unexcused absences, tardies or excused absences can negatively affect the student's classroom achievement, should they continue after a meeting with staff and parents/guardians, a follow up by the District Truancy Coordinator will take place. If appropriate, an educational neglect report will be filed with the County Social Services. Please see school board policy 503 for further information.

Please try to schedule dentist, orthodontist, and doctor appointments outside of school hours. Also planning family vacations during days when school is not in session will help ensure minimal loss of instructional time for your student. Share with your child how important it is to be at school on time. Make sure they are in bed on time every night so that they can get up on time in the morning. We can help children learn a valuable life-long lesson by always encouraging them to be on time.

Arriving Late

Students who arrive after the beginning of the school day are to check in with the front office for a late slip before reporting to their classroom.

Leaving the School During the Day

Parents may not take their child from the school premises without notifying the office.

Permission from parents is required for anyone other than those listed as parents/guardians and emergency contacts to take students off campus. If there are any court orders regarding guardianship, visitation, or restrictions, please turn them into the program office as soon as possible. It is the procedure of the District to keep the orders on file and listed in the student information system to ensure student safety.

A. For students to leave school early, parents must call the front office and notify the office of the person picking up the student. The person picking up the student must come to the front office to sign the student out.

B. If students become ill in school, they will be seen in the main office and seen by the nurse or the coordinator will consult with the nurse. Administration must approve requests to leave the building.

C. A pass to leave school will be issued at the required time. Parents or guardians will come into the building to sign out their child for any early release.

D. If students choose to leave the property without permission, parents will be contacted and the student will be marked unexcused for the time the student was absent.

E. If the student leaves the building, but does not leave the property, the student will be allowed to return to school once the student is regulated.

F. If the student leaves the property, returns to the building and was out of reasonable view of staff, the student will not be permitted back into the building to ensure safety for students and staff. The police may be contacted to ensure student safety if the student is vulnerable or highly dysregulated.

G. Students with vulnerability will have a staff member follow them if they leave the building until contact can be made with appropriate authorities or parents to assist in retrieving student.

H. If leaving or eloping becomes a chronic issue, staff will call an IEP meeting to determine exact procedures for the individual then document and communicate the plan through the student's IEP or Positive Behavior Support Plan.

Before School Plans

There is no supervision on the playgrounds and in/around the school until 7:50 a.m. Please DO NOT send your student to school before that time unless the bus arrives earlier.

After School Plans

If a student is not going to his/her regular after school destination, a note signed by the parent/guardian must be sent to school or a phone call to the office confirming the new destination must be placed at least 15 minutes before the end of the school day. Once school is dismissed, there is NO SUPERVISION on the playground or in/around the facilities. It is required that all students go home after school.

For safety reasons and our way of knowing you have knowledge of your child's whereabouts, please send a note on any day you would like to make other arrangements. It is the responsibility of the parent/guardian to contact the transportation company for any changes.

After School Programs

The District does not have an after or before school childcare program. However, you could contact your home districts for more information. The District makes no guarantees on programs and services offered by resident districts.

Bus Transportation

Transportation is an essential part of the school district services to students and parents. Transportation is provided to students by the student's home district. Students are transported from the child's home or daycare to school and back.

School provided transportation is an extension of the school day. Students must adhere to the District and school policies.

Bus Safety

All students are required to complete bus safety training at the beginning of every school year. Parents should review the following bus safety rules with their children. This list is not exhaustive and each school district transporting your child may have additional rules that your child is responsible for following.

- When crossing the road to get on or off the bus, students must wait until the bus has stopped, the stop arm is out with red lights flashing, and the driver has indicated to the student to cross. Students must cross in front of the bus only; never behind the bus.
- Student should follow the directions of the driver.
- Students are to remain seated while the bus is in motion. Share the seat with others. Keep arms, legs and belongings to yourself.
- Students will not be allowed to extend any part of their body or place objects outside the windows. Windows may be open halfway only, with permission of the driver.
- Students should talk quietly and act courteously at the bus stop and on the bus no swearing, fighting, teasing, harassing, or horseplay. Be respectful of property at the bus stop.
- Students must not throw any objects inside the bus or out of the bus
- No eating on the bus. No beverages other than water on the bus. Use of tobacco, drugs, alcohol, lighters, matches, or vaping products on the bus or at bus stop is prohibited.
- No weapons or hazardous objects on the bus.
- No animals, insects, or pets on the bus or at the bus stop.
- Students must not damage the bus or tamper with emergency exit devices.
- Students should help keep their bus clean and safe.

Routes

Bus routes and times are determined by the bus company providing the transportation in coordination with scheduled school start and stop times. Routes are planned for safe and efficient use of school buses. Generally, school buses will not travel down dead-end roads or cul-de-sacs due to resulting added ride times and turn-around issues. However, there may be some things that cannot be anticipated and routes may need to be adjusted after the school year begins. Parents will be advised of any significant changes by the bus company providing the transportation.

Pick Up and Drop Off Locations

School bus service is between home and school. Students must ride to and from school on the bus to which they have been assigned. Students are assigned to one pick up location and one drop off location. A student's day care facility may be regarded as their home residence for the purpose of transportation, but the request must be consistent every day. A student's day care facility must be located in the same attendance area as the student's home school. Although this policy is not always convenient for parents, it is the safest for students. If a child lives at two different addresses due to shared custody arrangements, please contact your home district bus company to make arrangements.

Bus Behavior Incident Reports

If a student is involved in a behavioral incident on a school bus or at a school bus stop or transfer point, a bus incident report form is issued by a driver, the bus company safety director, or school employee. The purpose is to provide communication to parents regarding the incident. A copy goes to the student's program Coordinator, and corrective action may be initiated by the District in coordination with the student's resident school district. When a student receives a bus incident report, the parent/guardian must sign the form and the student must present the signed form to the bus driver when boarding in the morning on the following day, or the next time the student rides the bus, whichever comes first. If a child is suspended from the bus, parents will be notified by school district administration to determine alternative plans.

Damage to the Bus

Students and parents/guardians shall repay the bus owners for damages due to vandalism of school buses. The school district retains the right to report damages greater than \$50 to police.

Questions regarding transportation should be directed to:

Faribault Transportation: 507-334-5121

Medford Bus Garage: 507- 456-6876

Benjamin Bus, Northfield: 507-645-5720

Owatonna Transportation Company: 507-451-5262

Visitors

Please refer to the Policy in the appendix or listed on the District website for parents/guardians wishing to visit during school hours.

Due to protections under the Student Data Privacy Act, the District does not allow visitors in our programs during the school day. All program tours or visits must be completed prior to the student arrival and departure times, or on non-student contact days.

For the security of students, all visitors are required to sign in and out at the office. All visitors must check in at the office and wear a visitor badge while in the building.

Schools and outside agencies work closely together. Outside service providers to students (Children's Mental Health Case Managers, Mental Health Providers, Rice County Corrections/Probation Officers, and Social Workers) may come to the school to meet with students in a confidential and designated area. A Release of Information consent form will be completed at the beginning of each year to provide school and the agency the ability to communicate.

The school requires permission from parents to allow the outside service provider to take students off campus.

Calendar

The calendar is adopted by the Cannon Valley Special Education Cooperative School Board annually. The calendar is mailed to parents annually and can be found on the District website. All programs at the District follow the adopted calendar regardless of the student's home school/district. Please refer to the calendar for early release dates, holidays, and no school days.

Emergency Closing of Schools

The following procedures will be observed when school is closed due to weather. The District will follow school closure decisions for all member districts.

When school is not in session, a decision to close schools will be made the night before, if possible, but not later than 7:00 a.m.

When the weather is too severe to open school at the normally scheduled time, but is improving, a decision to have a late start may be made. In this case, school will be delayed for two hours. Bus pick-up and school opening times will be exactly two hours later than normal.

When school is in session and the decision is made to close schools, dismissal times will be set to coincide with the anticipated arrival of buses.

In each instance, families will be notified by email, text and/or a phone call from the District's automated communication system.

It is necessary for us to know where students should be sent in the event school would be closed during the school day. It is essential that the emergency information is updated each year.

Health Services

The school nurse is shared between multiple school buildings during the school day. Health services are provided for all students and staff. Individual health care plans are written for students when appropriate. Each student coming into the health office is assessed and given any necessary treatment. Parents are contacted as appropriate.

The District recognizes the importance of good physical, emotional and mental health and supports the well-being of all students and families.

The District recognizes that parents and families have the primary responsibility to provide health care. Professional employees of the school district will encourage minor students to seek the involvement of their parent(s)/guardian(s) in decisions relating to health care. School employees will not bring students to health care providers, except in cases of medical emergency.

Confidentiality of student communications will be maintained unless a student presents a danger to self or others.

Professional employees will not impose their personal values on students.

All employees of the District will report suspected incidents of physical and sexual abuse and neglect in accordance with the Minnesota mandated reporting.

Illness

To help assure good health care for students and alert health authorities to the presence of specific condition/illness, parents are asked to call the school by 8:45 a.m. each morning the student is absent for any reason and to notify the school later if a specific condition/illness develops.

Since most illness is spread before being recognized, it is impossible to prevent exposure. Control measures are designed to protect individual students from complications.

Parents are urged to keep their children home if they develop any symptoms suggestive of a communicable disease.

The parent/guardian will be called if a student becomes ill at school. It is the responsibility of the parents to take the student home or arrange for a family/friend to pick the student up.

Temperature Guideline

If a student has a temperature of 100 degrees Fahrenheit or more, the student must go home. Students should not return to school unless their temperature goes below 100 degrees Fahrenheit without the assistance of medication for 24 hours.

Guidelines for Release to Home of Students Based Upon Illness

The school nurse will utilize their training and discretion to determine whether a student is suffering from an illness, disease or infection that warrants removal from school. Consistent with state and county health guidelines, the following symptoms should be considered when determining whether to remove/send a student home due to illness:

Fever: An elevation of body temperature above normal and accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or is unable to participate in routine activities. Temperature should be measured before giving medications to reduce fever. Axillary (armpit) temperature: 100 F or higher Oral temperature: 101 F or higher Rectal temperature: 102 F or higher.

Signs/Symptoms of Possible Severe Illness: Child is unusually tired, has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child. Exclude until a health care provider has done an evaluation to rule out severe illness.

Diarrhea: Diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or stools that are watery, bloody, or contain mucus. Exclude until 24 hours after diarrhea stops or follow specific disease exclusion if the pathogen is known; or until a medical exam indicates that it is not due to a communicable disease.

Vomiting: Child has vomited in the previous 24 hours. Exclude for 24 hours after last episode of vomiting unless it is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.

Mouth Sores with Drooling: Exclude until a medical exam indicates the child may return or until sores have healed.

Rash with Fever or Behavior Change: Exclude until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.

Eye Drainage Purulent (pus) drainage with fever and/or eye pain: Exclude until examined by a health care provider and approved for readmission.

Unusual Color of Skin, Eyes, Stool, or Urine: Exclude until a medical exam indicates the child does not have hepatitis A. Symptoms of hepatitis A include yellow eyes or skin (jaundice), gray or white stools, or dark (tea or cola-colored) urine.

Should a student have chronic symptoms unrelated to an illness and it is being treated/documentated by a physician, please contact the school nurse to create a health plan for the student.

Information Sharing

Student health information will be shared within the District only with those employees whose duties require access to such information and with those who have legitimate, educational interest. Student and Employee health data will be shared outside the district only in accordance with state and federal law and with district policies on employee's records.

First Aid

In case of an accident, first aid will be administered in the health office and the parent/guardian will be called. If a student needs further treatment, the parent, ambulance, or police will transport the student to the doctor or hospital. In the event that a parent/guardian cannot be reached, the school will contact the physician listed on the student Health and Emergency Form on file in the office to make whatever arrangements necessary to provide health service to the student or call the ambulance.

Medications

Some students need to take medication during the school day.

It is required that the District have a signed Physician Authorization Form completed by the physician and signed by parent/guardian prior to the District storing the medication at school and dispensing any medication to the student. Prescription medication must be in the prescription bottle from the pharmacy with the student's name on it. Most pharmacies will provide an additional bottle with label for school use.

Acetaminophen and ibuprofen will be kept in the nurse's office for student use. A Parent/Guardian Authorization to Give Acetaminophen and/or Ibuprofen form signed by parent/guardian must be on file prior to the District dispensing any medication to the student. Aspirin will not be given.

Parent/guardian must bring the medication to the program office. Students may not carry the medication, medication refills, or new medications with them to school. Students may not carry medication with them throughout the school day.

New authorization forms for prescription and over-the-counter medications must be completed:

- Each school year
- When the dosage of the medication changes
- When the medication changes

Because of the danger of choking, parents/guardians are asked to not allow their children to bring cough drops to school.

Low Cost Health Insurance for Families

Thousands of Minnesota families are eligible for low cost health insurance under the recently established Minnesota Care. Enacted by the Legislature the plan is open to families who meet certain income guidelines.

More information and/or applications are available through the school social worker or call toll-free: 1-800-657-3672 and ask for Minnesota Care.

Acceptable Use Policy for the Network/Internet/Email System

Student use of technology and the Internet is governed by Policy 524. The policy can be viewed in the appendix or by visiting www.cannonvalleyspecial.ed.org.

Cell Phone/iPads/Hand-Held Electronics

We are committed to using technology as an accelerant for student learning and provide the appropriate tools for our students in their classrooms.

Alex students are not able to carry any electronic devices with them unless earned through the Boys Town system. Lockers are provided for students to check their devices in each morning and retrieve prior to leaving for the day should they bring a device to school. We encourage parents to keep electronic devices at home.

SUN and STEP students may use electronic devices for regulation and/or personal communication devices. These devices are specifically programed for students and will not be restricted. STEP students may also use electronic devices to meet their independent transition goals.

We recognize that cell phones/hand-held electronic devices (i.e. iPods) are common tools for communication with many families. Our goal is to help students maintain a focus on learning. Please know that most students have no need to carry a cell phone or a hand-held electronic device to school and these devices are vulnerable to theft.

Electronic devices may not be used to talk, take pictures, play games, record or text during school hours, including recess, breaks, lunch or any other time of the school day. Students using personal devices to record anyone within any buildings run by the District is strictly prohibited. Please refer to the Policy in the appendix or on the District website.

No videos or pictures are to be taken of students or staff. Any video or still pictures taken on campus without the consent of the participant is prohibited. District staff may confiscate the recording device and turn into the building supervisor who will call and return it to a parent.

Personal GPS systems with voice-monitoring systems are restricted. Please note the Policy in the appendix or on the District website.

The school is not responsible for lost, damaged or stolen electronic devices brought from home.

Communication between School and Home

School staff has a commitment to good communication between school and home. If a child is having difficulty at school, parents are encouraged to contact the student's teacher. The social worker and Coordinator are also available to help resolve a problem that your child might encounter at school. You may contact any of these people by sending a note or placing a phone call to the appropriate school office.

Technology

Technology literacy is essential in a society shaped to a large degree by technological developments. Each building is equipped with various options for students to use for educational uses. Staff will integrate technology into classroom learning regularly.

The District strives to teach students responsibility using technology and safety skills while on-line.

Students will receive a copy of the education district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the education district's computer system. All students who wish to use the education district's computer system must sign the Internet Use Agreement form yearly.

Dress Policy

Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the students' health and safety; is sexually suggestive by words, picture or appearance; exhibits profanity; interferes with the educational environment of the school or the classroom; causes undue distraction in the classroom. Clothing with lewd, vulgar, sexually offensive, racially offensive, advertises products that are illegal for minors or prohibited on school property will not be allowed during school hours or at school events.

Any students who feel offended by an individual's dress may report that concern to an adult in the building or to the Coordinator.

Students who dress inappropriately will be subject to student discipline procedures.

It is important that parents keep the changing seasons in mind when it comes to clothing. As the colder weather approaches, hats, heavy coats, mittens, and boots should become a part of every student's wardrobe.

Students are expected to wear appropriate clothing during the winter season, which includes coats with hoods, or hats, mittens or gloves, boots, and snow pants in elementary grades.

Please mark all clothing items with some distinguishing identification and check the Lost and Found area in the office frequently.

Students are outside daily; therefore, being appropriately dressed for the weather is important.

If the temperature is at or above 0 degrees, students will go outside.

If the temperature is lower than -10 degrees wind chill, students will be inside.

Midriff tops and offensive shirts are not permitted.

Bicycles/Other Possessions

Students may ride bicycles to school. Bicycles must remain in the bike racks at the school during school hours. Please emphasize to your students the need for bike chains/locks to secure their bicycles to the rack. The school is not responsible for bikes on the school grounds.

Other possessions like skateboards, roller blades, Heelys, or any other type of roller shoes, or scooters are not allowed during the school day. If a student brings any of these items, they must be checked in the office and can be picked up at the end of the day.

Field Trips

Occasionally a student's teacher will extend classroom instruction and concepts through a field trip experience. The teacher will provide rationale for the trip and request that permission slips be signed by the parent/guardian. No student is allowed to participate without written parental permission.

Emergency Drills

A Disaster Emergency Procedure Plan has been established for the purpose of protecting the health and safety of every child as well as the school staff. Practices are held each year to make sure everyone knows what to do in case of such an emergency. Practices are held on those days when it is less likely to interrupt the educational process.

Child Nutrition

Meals for Cannon Valley Special Education Cooperative are contracted through Faribault Public Schools.

All students will have individual meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases.

Ending meal account balances carry over from year to year. Money must be in the individual meal account before purchases can be made. Checks will be accepted at each site.

Students and staff may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service.

The individual meal account is a debit account, similar to a checking account and money must be in the account in order to serve a meal to your student. The parents/guardians are responsible to monitor their student's meal account balances and to send money on a regular basis to ensure their student's capability to purchase meals through the Child Nutrition Programs. The District recognizes that it has an obligation to notify the parents/guardians of their meal account balances. Therefore, the Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account.

Parents should also update their contact information in Family Access annually. A student with a meal account balance of less than zero dollars is encouraged to bring meals from home until their meal account balance can be replenished.

Menus

Faribault Public Schools participate annually in the National School Breakfast and School Lunch Programs. These programs make available a nutritious breakfast and lunch meal daily for a reasonable cost. Menus are planned using the USDA Menu Planning guidelines. Menus will be sent home with students each month and posted at each site. If students bring food or beverages from home, we encourage all families to select nutritious choices.

Food Allergies and Special Dietary Needs

The Child Nutrition Department may honor dietary restrictions due to allergies or intolerances with the proper documentation from a medical authority on file. A suitable alternative will be provided when possible. For students with a lactose intolerance, a lactose reduced milk product will be provided at no extra charge on the written request of the parent or physician. Forms for allergies and any special dietary needs are available from the district nurse.

Free and Reduced Meals

Free or reduced meals are available for children who qualify. An educational benefits form must be completed each school year and submitted to the Child Nutrition Office for review and approval. Applications for free or reduced meals are mailed out to each household. The District Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardian. Benefits from the previous school year will be carried over until October 15 each year. Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 15 each year will be changed to full priced meals. Families receiving MFIP, Food Stamps or FDPIR and enrolled in the District by June 15 for the following year will be directly certified by the State of Minnesota to

receive free meals and may not need to complete an application. Advance payment will be required for any meals purchased prior to the approval of the application.

Meal Prices

Meal prices will be listed on the menus that are sent home each month. Please contact the building office if you have any questions.

Payments

Payment Systems are set up through the District Providing the meals for the school program. Cannon Valleys Special Education District students will register through Faribault Food Service. Families may pay for meals by using cash, check or the district's online payment system. Instructions for using the on-line food service accounts can be found in the appendix and on the District website.

Payments may be made daily and sent to any school the student attends. Checks should be made out to Faribault Public Schools and must include the student's first and last name and personal identification number (PIN). Cash payments will be accepted in a sealed envelope with the student and parent's first and last name, PIN number, and the amount of payment written on the outside of the envelope. Credit card payments can be made using the link under "Family Information" on the District website.

Refunds

Balances remaining on accounts at the end of the school year will be automatically carried forward to the following school year. Balances follow students to their next building assignment. Refund requests must be submitted in writing and received by the District Child Nutrition Office no more than 5 days after the last day of school. A check will be issued in the amount of the refund. No cash refunds will be made.

Outside Recess or Recreation

Fresh air and exercise are very important. If a child has a cold or other illness or injury and the parent wants them to stay in during recess one day, the parent needs to send a signed note requesting that and stating the reason. If a parent feels the condition will require two or more days inside during recess, they must obtain and send a note from a doctor stating the reason and length. Students are outside when the temperature is at or above 0 degrees. If the temperature is lower than -10 degrees wind chill, they will be inside.

Pets

Dogs on school grounds before/after school need to be on a leash and muzzled for safety purposes.

Phone Calls

The best way to reach a child's teacher is to call the school office and leave a message on their voicemail. The teacher will return the call as soon as possible. Classroom interruptions are avoided. Staff is available for phone calls between 7:30-8:30 a.m. and 3:15-3:30 p.m. each day.

Students will be allowed the use of school phones only in the case of an emergency. Please try to plan ahead regarding after school plans to keep student messages to emergencies or sudden change of plans.

Please call the schools by 2:45 p.m. to have messages delivered to your students if needed.

Reporting to Parents

Report Cards along with IEP Progress Reports are sent home after each quarter. Parents or school staff can call an IEP meeting at any time to discuss student progress.

Supplies

The school furnishes all necessary texts and workbooks for students as required by law. Students are asked to bring their own gym shoes, paper, pencils, notebooks, crayons and similar small items for classroom work. Classroom teachers will notify parents with regard to specific items needed.

Individual Education Rooms/Work Away Rooms

The Individual Education and Work Away Rooms are designated areas providing students with one-on-one assistance with academics, quiet areas to work, and support in decision-making. They are not seclusion rooms.

R&R Rooms

R&R Rooms are designated areas providing students with one-on-one assistance with emotional and behavioral regulation. They are not seclusion rooms.

Testing Requirements

The Minnesota Comprehensive Assessment tests are given in grades 3-8, and high school.

High School students may access ACT testing through their resident district.

Transition to Home School

Transitioning back to a student's home school from Alex or SUN is an IEP team decision. The IEP teams will consider quarter and semester breaks as times to begin transitions to support smooth transitions. Transitions will begin with partial days and increase time at the home school as student success increases and the team determines it is appropriate.

Students must meet the criteria for transition consideration and complete the Transition Plan prior to holding an IEP meeting to discuss transition back to the student's home school.

Graduation Requirements

Students who graduate from a District program will receive a diploma from their home district. Students must meet all course credit requirements and graduation standards, as established by the State in order to graduate from their home district. Students must successfully complete the minimum number of credits as established by the student's home school district or IEP team.

District administration will evaluate student credits towards graduation.

Search of Student Lockers, Desks, Personal Possessions, and Student's Person

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

Lockers and Desks – School lockers and desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks and lockers provided for the convenience of students. Inspection of the interior of desks and lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. Illegal items and items belonging to the school or another person may be seized.

Personal Possessions and Student's Person – The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness and conducted with two staff present. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

We ask parent/guardian assistance in being proactive in helping ensure your child does not bring any inappropriate items or contraband to school. These items include anything illegal, weapons, tobacco products, knives, tattooing materials, lighters, nail clippers, drugs of any kind and/or items that could be too distracting in the building.

Please see school board policy 502 for complete policy.

Restitution

Students may receive restitution service for certain behaviors. Administration will have discretion as to what the duties may include.

Restrictive Procedures

Crisis Team members at the District are trained in the use of safe, non-violent physical intervention skills. Staff will implement de-escalation strategies to assist students in regaining control over their behavior. Restrictive Procedures (seclusion or physical holding) may be used as a last resort when a student's behavior is a safety concern for themselves, others. If a restrictive procedure is used, parents will be notified on the day of the incident and a staff-debriefing meeting will be held. If two Restrictive Procedures are used within a 30-day period, an IEP meeting will be held to discuss student goals and/or the Positive Behavior Support Plan.

Student IEPs and PBSP (Positive Behavior Support Plans) will be followed when addressing behaviors and interventions.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The District will take appropriate action against anyone who violates this policy. District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the education district's "Student Medication" policy.

Tobacco-Free Schools

Students and staff have the right to learn and work in an environment that is tobacco free. Education district policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school owned vehicles, or at any school events or activities. Students may not

possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to education district discipline. For detailed information on the education district's "Tobacco-Free Environment" policy, see policy manual located on the District website.

Harassment and Violence Prohibition

The District strives to maintain learning and working environments that are free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, and familial status, with regard to public assistance, sexual orientation, or disability. The 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. For more information on extended harassment and violence prohibition, contact the building administrator or refer to the Policy on the District website.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the District "Student Discipline" policy. For more information on hazing prohibition, contact the building administrator or refer to the District website.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

The purpose of this policy is to ensure a safe school environment for students, staff, and the public. No student or nonstudent, including adults and visitors, shall possess, use, or distribute weapon when in a school location except as provided in this policy. The District will act to enforce this policy or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. For detailed information on the District's "Weapons Prohibition" policy, contact the building administrator or refer to the District website.

Student Behavior Management Philosophy

It is the responsibility of the school board to make reasonable policies and rules for governing behavior and conduct while in the school environment. These policies and rules apply at any time a student is present on a

school location and while traveling on school buses. Students are expected to conduct themselves in accordance with federal, state and local laws and rules and in a way that respects the rights and safety of others.

This policy may be supplemented by additional policies, rules and procedures that recognize those unique needs.

Roles and Responsibilities

School Board: The school board holds all school personnel responsible for maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

Executive Director: The Executive Director shall establish guidelines, directives, and training to carry out this policy; hold all school personnel, students and parents responsible for understanding and following this policy; and support all school personnel performing their duties within the framework of this policy. The Executive Director shall establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

Coordinators: The Coordinator shall give direction and support to all school personnel performing their duties within the framework of this policy. The Coordinator shall consult with parents of students conducting themselves in a manner contrary to the policy. The Coordinator shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.

Teachers: All teachers shall be responsible for providing a well-planned and engaging teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the guidelines.

Educational Assistants: All educational assistants shall be responsible for supporting the teachers in the teaching/learning environment and enforcing the discipline guidelines as directed by teachers and administration.

Other school district personnel: All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student conduct shall be authorized and directed by the Executive Director.

Parents or Legal Guardians: Parents and legal guardians shall be held responsible for the conduct of their children as determined by law and community practice. They are expected to cooperate with school authorities

and to participate in the educational process for their children; supporting the academic, social and behavior expectations of their child.

Students: All students shall be held individually responsible for their behavior and for knowing and obeying this policy.

Student Rights and Responsibilities

Students who attend the District have numerous rights and opportunities. Students also have responsibilities to teachers, other staff and fellow students. The following list lays out student rights and opportunities as well as student responsibilities.

Applicable district policies are identified where appropriate and can be found in their entirety on the district's website.

Access to Records

Rights/Opportunities	Responsibilities
<p>Students' parents and students eligible under state law generally have the right to view their school records according to state and federal laws.</p> <p>Students have the right to privacy regarding school records. Disclosure of information from student records will be consistent with legal requirements and the guidelines established by the school district.</p>	<p>Students have the responsibility to follow established building and district procedures regarding access to their school records.</p>

Dress and Grooming

Rights/Opportunities	Responsibilities
<p>Students have the opportunity to wear clothing of their choosing and to engage in personal grooming which:</p> <ul style="list-style-type: none"> • is not potentially disruptive to the education process • does not pose a threat to the health or safety of other students • is not lewd, vulgar, obscene, sexually explicit or discriminatory. 	<p>Students are responsible to dress in such a manner that is:</p> <ul style="list-style-type: none"> • not disruptive • not likely to disrupt the learning environment • not a health and safety hazard • not obscene • not sexually explicit, discriminatory or associated with threat/hate groups, including gangs. <p>Clothing which displays references to weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.</p>

Equal Opportunity

Rights/Opportunities	Responsibilities
Students have the right to equal opportunity to participate in all school activities and school education programs for which they are eligible within legal limits. (Policy 102 – Equal Educational Opportunity)	Students are responsible to follow the rules and regulations of the school-sponsored activity in which they participate or others participate. Students are not to discourage the participation of other students.

Fair Treatment

Rights/Opportunities	Responsibilities
Students have the right to due process when involved in a violation of district rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation.	Students are responsible to treat all persons respectfully and to follow rules and regulations that apply to them.
Students have the right to be involved of current school policies, rules and regulations that apply to them.	Students are responsible to be knowledgeable about and to follow school policies, rules and regulations that apply to them.
Students have the right to be informed of classroom expectations.	Students are responsible to be knowledgeable about and to meet classroom expectations and evaluation procedures that apply to them.
Students have the right to be treated respectfully by staff and other students.	Students are responsible to treat others, including other students and staff in a respectful manner. Students are also expected to treat the property of others and the district responsibly.
Students have a right to be free from corporal punishment by staff.	Students have the responsibility to refrain from using force or physical contact for the purposes of inflicting physical and emotional harm on another.
Students have a right to be free from unreasonable physical contact from teachers and other staff except as physical restraint is necessary to prevent the student from injuring self or other persons.	Students have the responsibility to respect the space and freedom of those around them. Students also have the responsibility to not engage in conduct that threatens to injure themselves, other persons and property.

Free Speech

Rights/Opportunities	Responsibilities
<p>Students have the right to free speech so long as such speech does not violate the rights of others.</p>	<p>Students are responsible to express opinions, publish written materials, distribute literature in such a manner that is:</p> <ul style="list-style-type: none"> • not libelous, obscene or discriminatory • not interfering with the rights of others • non-disrupting to the atmosphere of learning in the school • following school regulations regarding time, place and manner.

Harassment

Rights/Opportunities	Responsibilities
<p>Students have the right to be free from any form of harassment, arising out of the physical or verbal conduct of other students, school staff or others.</p> <p>(Policy 514 – Bullying Prohibition; Policy 413 – Harassment and Violence; Policy 526 – Hazing Prohibition)</p>	<p>Students are responsible for maintaining an environment free from harassment, intimidation and abuse.</p> <p>Students are responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced.</p> <p>Students are responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they are aware.</p> <p>All reports should be made to the building Coordinators.</p>

Learning

Rights/Opportunities	Responsibilities
<p>Students should have the opportunity to receive a comprehensive appropriate education.</p> <p>(Policy 102 – Equal Educational Opportunity)</p>	<p>Students are responsible for:</p> <ul style="list-style-type: none"> • daily attendance • completing class assignments on time • demonstrating positive student engagement skills • conducting themselves in a manner which supports the learning environment.
<p>Students should have the opportunity to attend school in a safe environment that is free from disruptive behavior by others.</p>	<p>Students are responsible to behave in such a manner that does not pose a potential or actual danger to themselves or others and that is not disruptive to the learning process of others.</p>
<p>Students have the opportunity to make up schoolwork missed during an excused absence.</p>	<p>Students are responsible to obtain and complete make-up work assigned for periods of absence.</p>
<p>Students have the right to necessary homebound instruction as regulated by state guidelines when absent for an extended period.</p>	<p>Students are responsible to complete work assigned as part of the homebound instructional process.</p>

Nondiscrimination

Rights/Opportunities	Responsibilities
<p>Students have the right to be free from discrimination based upon race, color, creed, sex, religion, national origin, marital status, sexual orientation, and status with regard to public assistance or disability.</p> <p>(Policy 522 – Student Sex Nondiscrimination)</p>	<p>Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to building coordinators.</p>

Pledge of Allegiance

Rights/Opportunities	Responsibilities
<p>Students have the right to participate in the reciting of the Pledge of Allegiance. Students have the right to</p>	<p>Students are responsible to either participate in reciting the Pledge of Allegiance or respect the rights of those who wish not to participate.</p>

express themselves by not participating in the pledge including the right to remain seated.	
---	--

Privacy

Rights/Opportunities	Responsibilities
Students generally have the right to privacy in their persons and personal property when on a school location.	Students are responsible to refrain from bringing onto school property or to school-sponsored events any item or material that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other people.
Students have the opportunity to utilize school lockers, desks and other designated area for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district and that such areas may be searched for any reason, at any time without permission, consent or requirement for a search warrant. If conditions warrant technology (including drug sniffing dogs, cameras, metal detectors, etc.) may be used to ensure safety of students, staff, buildings and grounds. (Policy 502 - Search of Student Lockers, Desks, Personal Possessions and Student's Person)	Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.
Students have the right to confidentiality regarding personal matters in discussion with school personnel. Matters of child or sexual abuse must be reported to the proper authorities according to state law. Matters involving criminal behavior may also be reported to the proper authorities.	Students have the responsibility to inform school personnel when a discussion of personal matters is to be confidential. Matters of abuse or illegal activity should be reported to school personnel.

Student Safety

Rights/Opportunities	Responsibilities
<p>Students have the right to a safe, inviting school environment, free of drugs, tobacco, and alcohol. Students should expect the schools to utilize a variety of prevention techniques to ensure chemical-free school grounds.</p>	<p>Students are responsible for cooperating with school authorities to keep our schools free of drugs, tobacco and alcohol.</p> <p>Students should report any presence of chemicals on school grounds.</p> <p>Students should understand the use of prevention techniques (e.g. drug dogs) as a partnership between students, staff and law enforcement designed to keep our schools safe for everyone.</p>

Behavior Management Guidelines & Disclaimer

Every student and employee of the District is entitled to learn and work in a safe school environment. To ensure this, the district and each school have established clear student discipline policies, consequences appropriate with the behavior and a practice to do so with fairness and consistency. (Policy 506 – Student Behavior Management)

Students are expected to respect the rights and safety of others. This includes students conducting themselves in accordance with federal, state and local laws; district, athletic and activity policies; and school regulations. Corrective action will be taken by staff when a student’s behavior does not fall within the guidelines.

The following are district-wide behavior management guidelines. These guidelines and the potential consequences apply at any time a student is present on a district school location or participating in a school-sponsored activity. Listed are the violations and the recommended consequences. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g. disabled student whose misbehavior is related to his or her disability). When appropriate, restitution may be substituted for recommended consequences. These guidelines are based upon school board policies. The District school board policies are located on the school district’s website. Administration will have discretion to adjust consequences of the behavior based on the individual circumstances of the case.

Conduct that continues beyond the interventions and use of Boys Town and/or the building positive behavior program and/or use of Student Positive Behavior Support Plan will be applied to the following:

Verbal Aggression

The use of language that is obscene, threatening, intimidating or that degrades other people is prohibited. Verbal aggression that is also sexual, religious or racial harassment shall be addressed under the guidelines for harassment.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-12	*	<ul style="list-style-type: none"> ▪ Possible 1 day suspension 	<ul style="list-style-type: none"> ▪ Possible 2-3 day suspension ▪ IEP meeting

(*) Coordinator discretion

Alcohol or Chemicals – Possession or Use

Possession or use of any alcohol, narcotic, controlled substance or drug paraphernalia is prohibited by Minnesota or federal law. Any student in possession of or under the influence of alcohol, a narcotic, a controlled substance or drug paraphernalia at a school location will be reported to the police. Further recommendation such as possible chemical assessment may also be required. A chemical assessment may be required on a second school offense prior to readmission to school.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	<ul style="list-style-type: none"> ▪ 1 day suspension ▪ Referral for chemical evaluation 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 3-5 day suspension ▪ Referral for chemical assessment ▪ Police referral 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 10 day suspension ▪ Referral for chemical assessment ▪ Police referral

Alcohol or Chemicals – Possession with Intent to Distribute or Sell

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic or controlled substance is prohibited.

Grades	First Offense
Grades K-12	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 5-10 day suspension ▪ Referral for chemical assessment ▪ Police referral

Arson

Intentional destruction or damage to school property or other property by means of fire is prohibited.

Grades	First Offense
Grades K-12	<ul style="list-style-type: none"> ▪ IEP meeting ▪ Police referral ▪ Restitution ▪ Possible suspension

Physical Aggression – Intentional

Committing aggression upon another person with a weapon, or that inflicts great bodily harm upon another person is prohibited.

Grades	First Offense
Grades K-12	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 5-10 day suspension ▪ Police referral

Physical Aggression

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense

Grades K-12	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 1-3 day suspension ▪ Police referral 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 3-5 day suspension ▪ Police referral 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ Recommendation for educational re-evaluation through district ▪ 10 day suspension ▪ Police referral
-------------	--	--	--

Committing a reckless or negligent act that inflicts bodily harm upon another person.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-12	*	<ul style="list-style-type: none"> ▪ Possible 1 day suspension 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ Possible 1-3 days suspension

(*) Coordinator discretion

Bullying

Bullying is defined as behavior that is:

- Intimidating, threatening, abusive or hurtful conduct
- Objectively offensive
- Involves an imbalance of power and is repeated, or materially and substantially interferes with a student's education or ability to participate in school activities
- Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514.

Grades	First Offense*	Second Offense*	Third Offense*
K-5	*	<ul style="list-style-type: none"> ▪ 1 day suspension 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ Possible additional suspension
Grades 6-12	*	<ul style="list-style-type: none"> ▪ 1-3 day suspension 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ Possible additional suspension ▪ Consider alternative

			placement within program
--	--	--	--------------------------

(*) Coordinator discretion

Burglary

Entering any school location without consent and with the intent to commit a crime is prohibited.

Grades	First Offense	Second Offense
Grades K-12	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 1-3 day suspension ▪ Police referral 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 3-5 day suspension ▪ Police referral

Cell Phones and Personal Technology – Alex Program

Cell phone use is not allowed unless on Merit Level. Students are required to turn in their personal devices upon entering the building.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	<ul style="list-style-type: none"> ▪ Use of Boys Town 	<ul style="list-style-type: none"> ▪ Parent must pick up device 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ Recommendation to have interventions at home to keep device at home

Cell Phones and Personal Technology – STEP and SUN Programs

Cell phone and personal device use is allowed at STEP and SUN. Should a student violate District Policy or Procedures, the device will be picked up by the parent/guardian and an IEP meeting may be held to determine future uses.

Dishonesty – Academic

Academic dishonesty that includes but is not limited to cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned. Incidents of academic dishonesty will be cumulative for 4 years. The procedures whereby a student will be held accountable for infractions of the Academic Honesty Policy are as follows:

Grades	First Offense*	Second Offense*	Third Offenses or More*
Grades K-5	*	*	*
Grades 6-12	<ul style="list-style-type: none"> ▪ The teacher will address the student with evidence when the infraction occurs and contact parents ▪ The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points ▪ The teacher will file an incident referral form with the Coordinator ▪ The Coordinator will conference with the student and notify parents 	<ul style="list-style-type: none"> ▪ All of the disciplinary action of the first offense will occur ▪ Coordinator will initiate a parent/student conference ▪ Possible suspension 	<ul style="list-style-type: none"> ▪ All of the disciplinary action of the first and second offense will occur ▪ Additional consequences will be determined by the Coordinator

(*) Coordinator discretion

Disrespectful Behavior

All individuals and groups, whether members of our school community or guests, deserve to be treated with respect. Disrespectful behavior includes engaging in abusive language or in conduct intending to cause alarm or resentment in others.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-5	*	*	▪ Possible suspension
Grades 6-12	*	*	▪ Possible 1-3 day suspension

(*) Coordinator discretion

Disruptive Behavior

Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-8	*	*	▪ Possible suspension
Grades 9-12	*	*	▪ Possible 1-3 day suspension

(*) Coordinator discretion

Driving, Careless or Reckless

Driving any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.

Grades	First Offense*	Second Offense*	Third Offense*
Grades 9-12	*	<ul style="list-style-type: none"> ▪ Revocation of driving/parking permission to identified time period ▪ Police referral 	<ul style="list-style-type: none"> ▪ Permanent revocation of parking permit ▪ Police referral

(*) Coordinator discretion

False Reporting/Misrepresenting the Truth

Deliberately reporting false information is prohibited.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-12	*	▪ 1-3 day suspension	▪ 3-5 day suspension

(*) Coordinator discretion

Fighting

Engaging in any form of fighting where blows are exchanged is prohibited.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-5	*	▪ 1-3 day suspension	▪ IEP meeting ▪ 1-3 day suspension
Grades 6-12	▪ 1-3 day suspension	▪ IEP meeting ▪ 3-5 day suspension	▪ IEP meeting ▪ 3-5 day suspension ▪ Possible consideration of alternative placement within program

(*) Coordinator discretion

Fire Alarm – False

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm is prohibited.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-12	*	▪ Possible suspension ▪ Police referral ▪ Restitution	▪ IEP meeting ▪ 2-3 day suspension ▪ Police referral ▪ Restitution

(*) Coordinator discretion

Fire Extinguisher – Unauthorized Use

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are unacceptable.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-12	*	<ul style="list-style-type: none">▪ IEP meeting▪ 1 day suspension▪ Restitution	<ul style="list-style-type: none">▪ IEP meeting▪ 1 day suspension▪ Restitution▪ Police referral

(*) Coordinator discretion

Firearms

Firearms are prohibited in all school district locations. A “firearm” is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive charge or element, such as gunpowder. A firearm as herein defined may cause serious injury or death. All offenses will be reported to the Minnesota Department of Education.

Grades	First Offense
Grades K-12	<ul style="list-style-type: none">▪ IEP meeting▪ 10 day suspension▪ Recommendation for alternative placement outside of program▪ Police referral

Fireworks or Ammunition

(Snaps, sparklers, firecrackers, smoke bombs, stink bombs)

Possession, distribution or use of any type of fireworks or ammunition is prohibited. Police referral will be made when state law has been violated.

Grades	First Offense	Second Offense
--------	---------------	----------------

Grades K-5	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 1 day suspension 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 2 day suspension ▪ Police referral
Grades 6-12	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 1-3 day suspension 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 3-5 day suspension ▪ Police referral

Freedom of Expression

Freedom of expression is necessary to promote creativity and teach tolerance of others' cultures and ideas. However, verbal, written or symbolic speech promoting illegal substances, intolerance and/or causes disruption will not be tolerated.

Dress and grooming on a school location in the following manner is prohibited:

Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory or which promote or advertise weapons, alcohol, chemicals, tobacco or any other product that is illegal for use by minors.

Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups.

Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual.

Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others. See Student Rights/Responsibility Section.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-12	<ul style="list-style-type: none"> ▪ Alternative clothing will be provided to the student or the clothing item will be turned inside out 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ Alternative clothing will be provided to the student or the clothing item will be turned inside out 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ Alternative clothing will be provided to the student or the clothing item will be turned inside out

(*) Coordinator discretion

Gambling

Gambling, including, but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-12	*	<ul style="list-style-type: none">▪ IEP meeting	<ul style="list-style-type: none">▪ IEP meeting▪ 1-3 day suspension

(*) Coordinator discretion

Gang/Threat Group Activity

Gang/threat group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, wearing colors, are prohibited.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-12	*	<ul style="list-style-type: none">▪ IEP meeting▪ 1-3 day suspension▪ Police referral	<ul style="list-style-type: none">▪ IEP meeting▪ 3-5 day suspension▪ Police referral▪ Possible recommendation for alternative placement within or outside of program

(*) Coordinator discretion

Harassment

Racial, gender, religious, age, disability, sexual orientation, marital status, and public assistance harassment as defined by District Policy 413 is prohibited. Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime.

“Harassment” includes all forms of racial, religious and sexual harassment.

Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct is used as a factor in decisions affecting the student’s education or the conduct has the purpose of effect of unreasonably interfering with the student’s educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcoming pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching, physical contact, or taking photos/video in locker rooms or bathrooms or soliciting or distributing sexually inappropriate photos.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-5	*	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 1-3 day suspension 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 3-5 day suspension ▪ Police referral ▪ Recommendation for alternative placement within or outside of program
Grades 6-12	*	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 3-5 day suspension ▪ Police referral 	<ul style="list-style-type: none"> ▪ 5-10 day suspension ▪ Police referral ▪ Recommendation for alternative placement within or outside of program

(*) Coordinator discretion

Hazing

The district maintains a learning environment that nourishes respect for the individual. Hazing activities of any type are prohibited at all times. Coordinators will enforce Policy 526 vigorously.

Records or Identification Falsification

Falsifying signatures or data, forging notes is prohibited.

Grades	First Offense*	Second Offense*	Third Offense*
--------	----------------	-----------------	----------------

Grades K-5	*	*	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 1-3 day suspension
Grades 6-12	*	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 1-3 day suspension 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 3-5 day suspension

(*) Coordinator discretion

Robbery or Extortion

Taking property from another person by use or force, threat of force or under false pretenses is prohibited.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-12	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 1-3 day suspension ▪ Police referral ▪ Restitution 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 3-5 day suspension ▪ Police referral ▪ Restitution ▪ Recommendation for alternative placement within program 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 10 day suspension ▪ Police referral ▪ Restitution ▪ Recommendation for alternative placement outside of program

(*) Coordinator discretion

Safety

Any behavior that threatens the safety of another person or oneself is not tolerated. Compromising security by propping open doors, letting someone in a secured door or tampering with building security equipment is prohibited.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-12	*	*	*

(*) Coordinator discretion

Sexual Misconduct

Engaging in nonconsensual sexual intercourse, or sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person’s intimate parts, or intentional removal or attempted removal of clothing covering a person’s intimate parts or clothing covering a person’s undergarments, if the action is performed with sexual or aggressive intent, is prohibited.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-12	<ul style="list-style-type: none"> ▪ Conference with student, parent, coordinator, teacher 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 1-3 day suspension ▪ Police referral ▪ Recommendation for alternative placement within program 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 3-5 day suspension ▪ Police referral ▪ Recommendation for alternative placement outside of program

(*) Coordinator discretion

Technology and Telecommunication Misuse

Misuse of computer equipment or network/deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, internet sites; deliberate contamination of system; unethical use of information or violation of copyright laws is prohibited. It is expected that students will abide by the Acceptable Use Procedures. Parents are expected to read and discuss this guideline with their child each school year.

The videoing of staff members or students without permission is prohibited.

Taking pictures of staff members or students without permission is prohibited.

Due to student data privacy, use of GPS devices with voice-monitoring engaged is prohibited. (e.g. AngelSense)

Theft, Receiving or Possessing Stolen Property

The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner, or the receiving of such property is prohibited. Restitution, when appropriate, will be required. Felony offenses may result in more severe consequences.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-12	<ul style="list-style-type: none"> ▪ IEP meeting ▪ Possible 1-3 day suspension ▪ Police referral ▪ Restitution 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 1-3 day suspension ▪ Police referral ▪ Restitution 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 3-5 day suspension ▪ Police referral ▪ Restitution ▪ Recommendation for alternative placement within program

(*) Coordinator discretion

Threat – Direct/Indirect

Intentionally making, publishing or conveying in any manner a threat pertaining to an individual or school location is prohibited. Whoever threatens, directly or indirectly, to commit any crime of violence with purpose to terrorize another or to cause evacuation of a building, place of assembly, vehicle or facility of public transportation or otherwise to cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$10,000 or both.

Note to parents who elect to keep students home after authorities have determined the threatening situation to be safe: students staying home after an “all clear” may not return that day for school sponsored or co-curricular activities.

Grades	First Offense	Second Offense
Grades K-5	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 1-5 day suspension ▪ Police referral ▪ Recommendation for alternative placement within program 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ Up to 10 day suspension ▪ Police referral ▪ Recommendation for alternative placement outside of program
Grades 6-12	<ul style="list-style-type: none"> ▪ IEP meeting ▪ Up to 10 day suspension ▪ Police referral ▪ Recommendation for alternative placement within program 	<ul style="list-style-type: none"> ▪ Recommendation for alternative placement outside of program ▪ Police referral

Tobacco Possession

Possession or use of tobacco in any form on school property, in district buses or vehicles, or at district events is prohibited. Students who congregate in an area where smoking has recently occurred (bathroom stall, etc.) will each be considered smoking. This includes the use of e-cigarettes and vaping.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-5	*	<ul style="list-style-type: none"> ▪ IEP meeting 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 1-3 day suspension
Grades 6-12	*	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 1 day suspension ▪ Police referral 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 1-3 day suspension ▪ Police referral

(*) Coordinator discretion

Transportation – District Policy

All rules that apply to building and/or classroom behavior shall apply while riding or waiting to ride a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with the home District Transportation Policy.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-12	*	<ul style="list-style-type: none"> ▪ IEP meeting 	<ul style="list-style-type: none"> ▪ IEP meeting with transportation company ▪ Possible alternative transportation for set amount of time

(*) Coordinator discretion

Trespassing

Presence at any school location without permission of school personnel is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator. Any student on

suspension, expulsion or homebound for disciplinary reasons who goes to any school district location without permission is subject to being charged with trespassing and an increase in suspension time.

Grades	First Offense*	Second Offense*
Grades K-12	<ul style="list-style-type: none"> ▪ Immediate removal from the property 	<ul style="list-style-type: none"> ▪ Immediate removal from the property ▪ Police referral

(*) Coordinator discretion

Truancy

The District has developed attendance policies consistent with current state, and county guidelines.

Compulsory attendance policies for students under the age of 18 years will be applied in cases of chronic absences or tardies. Absences or tardies which are not lawful include oversleeping, baby-sitting, missing the bus, staying home to complete class assignments and car trouble. A warning letter will be sent to the parent/guardian. A student under the age of 18 years with more than 7 unexcused absences may be referred to a County Juvenile Court or the students' home county juvenile court.

Unexcused Absence

Grades	First Offense*	Second Offense*
Grades K-12	*	<ul style="list-style-type: none"> ▪ IEP meeting

(*) District School Attendance Plan procedures will be followed

Vandalism – Major Acts

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. Restitution, when appropriate, is applied.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	<ul style="list-style-type: none"> ▪ Restitution ▪ Possible Police referral 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ Restitution ▪ Possible Police referral 	Same as 2nd offense.

Vandalism – Minor Acts

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. Restitution, when appropriate, is applied.

Grades	First Offense*	Second Offense*	Third Offense*
Grades K-12	*	<ul style="list-style-type: none"> ▪ Restitution 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ Restitution ▪ Possible Police referral

(*) Coordinator discretion

Weapons (exclusive of firearms)

The possession, or implied possession of a real or look alike item which is considered dangerous, illegal, or which is used to imply or possibly cause harm, destruction or disruption is strictly prohibited on school property or at school activities. All offenses will be reported to the Minnesota Department of Education.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	<ul style="list-style-type: none"> ▪ IEP meeting ▪ Parent/guardian required to pick up item 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 1-5 day suspension ▪ Police referral 	<ul style="list-style-type: none"> ▪ IEP meeting ▪ 5-10 day suspension ▪ Police referral ▪ Recommendation for alternative placement within or outside of program

(*) Coordinator discretion

Multiple/Chronic Violations & Unique Situations

A student who accumulates excess referrals or several referrals for serious behavior may be given consequences in light of the student's overall record. The student and parent will have a warning conference with a coordinator and other appropriate staff members to make them aware that the student is accumulating too many referrals. Any student who has been suspended for violations of the guidelines may be recommended to an outside program upon his or her return if he or she commits additional offenses of the same nature.

Situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Conduct that is willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the behavior management policies to meet the school or district's needs.

Additional Behavior Management Information

Police Referral

Administrators will involve the police or other law enforcement authorities as necessary. If a student violates a district policy that also violates a law, the student will be referred to the police. A district administrator may be present during law enforcement interviews.

Students who are Disabled or Qualified for Special Education

Consequences for Special Education or Disabled students will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or accommodation, when necessary. Special Education students and their parents may request modification of those policies and accommodations where appropriate.

Unique Situations

Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Unique or special circumstances at a particular school may call for an adjustment in the discipline policies to meet the school's needs.

Modification of Consequences

Consequences for a specific violation can be adjusted on an individual basis at the discretion of building administration.

Effect of Consequences and Actions on Student Record

Violations and consequences accumulate for the current school year except for chemical violations leading to expulsions.

Parental Questions About Behavior Management

Parents may contact building Coordinators and/or the Executive Director to discuss situations with their child if they have questions regarding the situation.

Corporal Punishment

The District strictly prohibits corporal punishment. Corporal punishment involves the hitting or spanking of a person with or without an object or any unreasonable force that causes bodily harm or substantial emotional harm.

Physical Restraint and Seclusion

Physical restraint or seclusion may be utilized by administrators, teachers and other staff only where it is necessary to use reasonable force to restrain a student from injuring themselves or others.

School District Locker Policy

It is the policy of the District (Policy 502) and the State of Minnesota that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of lockers at any time, without notice, without student consent and without a search warrant.

The personal possessions of a student within a locker may be searched only when school authorities have 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 must provide notice of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by police or school officials.

Drug Dog Search – Purpose and Procedure

The District may conduct periodic searches of the schools and their adjacent parking lots with the assistance of local and county law enforcement officers and drug-sniffing dogs. Each canine unit will be accompanied by at least one school district staff and when possible, the Executive Director.

In the event of a positive identification by the canines, two school personnel will conduct a search of the locker or vehicle in question. If the search reveals unauthorized or illegal items, district personnel may ask that law enforcement finish the search of the locker or vehicle.

A student must unlock a locked motor vehicle or its compartments upon the request of a school official. Failure to do so is a violation of Policy 527.

Behavior Management Procedures

All behavior management procedures shall be processed pursuant to the District's behavior management policy and the requirements of the Minnesota Pupil Fair Dismissal Act,

Any student who violates a school policy or rule may be subject to the consequences established in the student handbook.

Any student who violates a school policy that has a potential consequence of dismissal from school for more than one school day shall have an informal conference with a school administrator. An informal conference is not required where the student is creating an immediate and substantial danger to himself or herself or to surrounding persons or property.

Any student who is being dismissed from school for more than one day will be provided written notice containing: a statement of the facts giving rise to the dismissal (including pertinent statements of staff members and the student), the grounds for dismissal, a copy of the Pupil Fair Dismissal Act and a plan established for the student's readmission. The parents or guardian of the dismissed student shall be provided written notice of the dismissal by certified mail within 48 hours of the informal conference. The parent's notice will include all the elements contained in the student's notice.

Any suspension that exceeds ten days in length will be accompanied by an explanation to the executive director listing the reasons why the suspension exceeded ten days in length and an educational evaluation will begin.

All students who violate a school policy or rule that has potential consequences of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accord with Minnesota law. (See Minnesota Statute #127.27 to 127.38.)

Definitions

"Dismissal" means dismissing a student from school for one school day or less.

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

“Expulsion” means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond an amount of time equal to one school year from the date student is expelled.

“Removal” means any action taken by a teacher, Coordinator or other school district employee to prohibit a pupil from attending class for a period of time not to exceed five class or activity periods. A student may be removed from class for violating the district’s discipline policy or for willful conduct that disrupts the rights of others to an education or which endangers other individuals or the property of the school.

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

“School personnel” means any person employed or under the direction/assignment of school personnel and who is acting within the scope of their assignment.

“Suspension” means an action taken by the school administration, under the district’s discipline policy, which prohibits a pupil from attending school. This definition does not apply to dismissal from school for one school day or less. In no event shall a single suspension exceed 10 school days provided that an alternative program shall be implemented when that suspension exceeds ten days.

Possible Consequences

District staff can use the following consequences or actions when discipline infractions occur. These could include:

Student conference

Parent/guardian conference

Fine – A financial penalty assessed of a student by the school

Restitution – Compensation or compensatory service required of a student who has damaged, taken or destroyed school or personal property.

Truancy referrals – Referral to Rice County authorities when unexcused absences exceed the legal limits.

Removal from class – Removal from a particular class for up to five class periods due to inappropriate behavior.

In-school suspension (ISS) – Removal from classes to an in-school suspension room under the direction of staff.

Out-of-school suspension (OSS) – Action taken by the school administration, under the district's behavior management policy, which prohibits a pupil from attending school. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented to the extent that suspension exceeds ten days. Students may not be on school property during the suspension or they are subject to trespassing. Out-of-school suspension may be served during non-school days at the discretion of the executive director.

Police referral – Contact by the school administration with the local police department to inform them about illegal behavior engaged in by a student.

Program transfer – Transfer from the student's current program to another similar District program.

Bus suspension – Action taken by a school district administrator to prohibit a student from riding a school bus ranging from one day to the balance of the school year. The District is required to identify an alternative method of transportation

Restriction or loss of school privileges.

Suspension from extra-curricular activities.

Other disciplinary action deemed appropriate by the District.

Expellable Offenses

While it is the District's belief that action to expel a student should be a "last resort," district policy does include expulsion as a possible or automatic response to several offenses.

Appendix A:

Interventions for Assault

The District defines assault as: negative interference in another's personal space, including (but not limited to) the following examples:

Physical Assault: repetitive action of kicking, hitting, grabbing, punching, tripping, pushing, slapping, biting, throwing.

Intentional Assault: intentionally causing great bodily harm, hitting with an object/weapon to inflict bodily harm, throwing object/weapon to inflict bodily harm.

Unintentional Assault: reckless or negligent kicking, hitting, grabbing, punching, tripping, pushing, slapping, biting, throwing.

Verbal Assault: threatening, challenging, cursing, name-calling, malicious teasing.

If the assault is deemed severe by staff, the following procedure will supersede the steps above:

The student will be removed to a designated area. Parent/guardian will be called for an immediate conference. Assault forms will be filed. Police may be contacted.

Re-entry conference for parents/guardian, student, and staff will be scheduled.

Repeat offenders of this policy shall have individualized consequence plans.

Suspension Procedures

Students may be suspended when they:

Display physical aggression toward another person

Destroy property as deemed severe by the District administrator

Make a direct threat toward another person

The behavior is severely disrupting the academic environment

Refuse to comply with staff directions after multiple interventions

Other behaviors at the discretion of staff based on the behaviors presented and history of the student

Parents/guardians will be notified of the suspension and District staff will arrange for transportation if needed.

Property Damage

If a student causes damage to property, he or she will automatically be assigned a Behavioral Interview. In addition, the following will occur:

A damage report will be completed

Parents/guardians will be notified

A meeting will be held with District staff to determine if monetary restitution is required and/or if charges will be filed

Fire Extinguishers

Any student found removing a fire extinguisher from its holder or willfully discharging it without necessary need may be suspended and will assessed \$50.00 for its recharging.

Expectations

Action may be taken for violation of federal, state, and local laws or district rules/policies and procedures.

Tennessee Warning

Tennessee Warning (Data Practices Notice)

The purpose of this interview is to collect information relating to allegations of misconduct and/or inappropriate behavior by you. You are the subject of this investigation. You are being given this data practices notice in the event that any of the data you provide includes not public data on yourself.

You are not legally required to provide any information during this interview. If you do provide the requested information, it will be used to assist in the investigation. If you do not provide the information requested, a decision will have to be made without the benefit of your knowledge. If you do provide information, it is our expectation that any information you provide will be truthful.

Data you provide will be used to determine the facts of the case and what action, if any, should be taken. This data may also be used in subsequent hearings or proceedings related to this matter.

The information which you provide during this interview may be shared with the Cooperative's Board, administrators, agents, and attorneys. The information may also be released to individuals and/or entities who have a legal right to access this data as authorized by state or federal law or by court order. The following individuals/entities may have a legal right to access this data: state and federal courts; law enforcement agencies and prosecutorial authorities; state and federal agencies; other individuals directly or indirectly involved in the matter(s) discussed, and other individuals authorized by state or federal law.

By signing below you acknowledge that you have been given an opportunity to read this Notice prior to being interviewed. A copy will be provided to you upon request.

Damage to Property

Damage to staff or student property, either on or off school grounds or as an offshoot of school activities may result in disciplinary action and the involvement of law enforcement authorities. Minnesota statute state that parents of students involved in these kinds of activities are liable up to \$1,000 for any damage sustained.

The building administrator or other designated staff may invoke the consequences to students for the following behaviors:

Continual truancy

Disruptive behavior

Inappropriate language

Cheating, plagiarism

Stealing, vandalism, fighting

Possession of or use of tobacco products or mood altering chemicals on campus or at school activities. School personnel may enlist the aid of law enforcement officials, "drug-sniffing" dogs, and breathalyzers to detect the presence and possible use of illegal drugs and/or paraphernalia, both within the school and on school grounds, including parking lots.

Threatening (terrorist) language or actions

Inappropriate use of computers/internet

Compromising the safety of staff, students, and school

Violation of the district's weapon policy

Violation of the district harassment or disciplinary policy

Any student who is observed engaging in suspicious behavior may have their persons or possessions searched by school staff.

Student Behavior

Disorderly Conduct/Fighting on School Grounds

Students involved in disorderly conduct including fighting on school grounds will be subject to any number of possible disciplinary responses including: in-school or out-of-school suspension from classes for the remainder of the day and possibly up to five or more days, depending upon the circumstances and severity of the precipitating incident.

Disorderly conduct includes words or actions that will, or will tend to, alarm, anger, disturb others, or provoke an assault or breach of peace resulting in fighting, brawling, disrupting a class, engaging in offensive, obscene, abusive language or actions leading to the arousal, alarm, anger or resentment in others. In such instances, law enforcement officials will be contacted and disorderly conduct and/or assault charges will be filed. Recurrence of fighting can result in increased suspension time or expulsion.

Students who find themselves in an argument or dispute with another student are encouraged to contact the school administrator to arrange for mediation before a fight occurs. They are ready and prepared to help you solve your minor problem before it becomes a major problem!

Bullying/Intimidation

The act of bullying by either an individual student or group of students is expressly prohibited on school property or at school-related functions. This applies not only to students who directly engage in the act of bullying, but also to students who, by their indirect behavior, condone or support another student's act of bullying. This includes but is not limited to: teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, worker or other employee, either in person or by some form of notification, including the use of technology.

Gangs and Gang Activity

No student on school property or at any school activity:

Will wear, possess, display or distribute any clothing, jewelry, emblem, badge, symbol, sign or anything else which may give evidence of membership in or affiliation with any gang or any group deemed by school authorities to be a gang.

Will commit any act of omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership in or affiliation in a gang or any group deemed by school authorities to be a gang.

Shall use any speech of, commit any act of omission in furthering the interests of any gang including, but not limited to: soliciting others for membership, requesting any person to pay for protection or otherwise intimidating or threatening any person, committing any illegal act or violation of school district policies in inciting another person to act with physical violence or threats towards another person. Failure to comply with these rules will result in suspension and possibly expulsion.

Other Student Behavior Expectations

Video/Cell phone recordings: Any photography, video or sound productions made by cell phones or video equipment of any kind, of staff or students on school grounds must have the direct written approval of a coordinator. Failure to do so could result in disciplinary measures.

Students are expected to behave at all times in a courteous and respectful manner to one another and to school personnel.

Students who make threatening statements or terrorist threats will be subject to suspension.

Students caught cheating will lose credit for the assignment. This includes plagiarism. The student may lose credit for the course upon the consideration of the teacher and administrator.

Common sense should govern students' use of school property. Intentional damage to school property will result in a fine based upon the degree inflicted, as well as make the student subject to suspension.

District buildings are tobacco free sites; students cannot possess, smoke, or chew tobacco on school property and adjacent to our school. Failure to comply will result in suspension and referral to the local police.

Students who bring MP3 players or other listening devices to school may not use them during any academic portion of the school day without staff permission. All headphones must be out of sight. Violations will result in confiscation.

The use of roller blades, bikes and skateboards in the building is prohibited.

Students are not to play or use sport items in the hallway or classrooms.

No student should be loitering or wandering in the halls while classes are in session or after school hours.

Students must enter and exit through the front door except when otherwise directed by staff.

Policy Against Racial, Religious, Verbal, Physical, or Sexual Harassment and Racial, Religious or Sexual Violence

Student Disability Nondiscrimination

In accordance with Section 504 of the Rehabilitation Act of 1973, Cannon Valley Special Education Cooperative does not discriminate on the basis of disability. District programs and activities will be made accessible to all individuals with disabilities.

Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Educational Amendments of the 1972 and the Minnesota Human Rights Act.

The school district provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits or, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

Harassment and Violence Policy

The District is committed to having a positive learning and working environment for students and employees and prohibits racial, religious, or sexual harassment and violence. Harassment and violence may include but is not limited to the following when related to race, religion, or sex:

Name calling, jokes or rumors

Pulling on clothing

Graffiti, notes, writing in textbooks, or cartoons

Hurtful words about weight, complexion, height, ability status

Unwelcome touching of a person or clothing

Offensive or graphic posters, book covers, locker decorations

Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad

Disparaging remarks to a person about gender or sexual orientation

Appendix B:

Technology Acceptable Use Policy

Cannon Valley Special Education Cooperative Acknowledgement Signature Page

Cannon Valley Special Education Cooperative Acknowledgement Signature Page

Initial below when completed:

_____ I have received my copy of the Cannon Valley Special Education Cooperative Student Handbook and acknowledge the expectations and responsibilities outlined.

_____ I understand the expectations for cell phones and other personal devices.

Parent/Guardian Signature

Date

Student Signature

Date

Photography/Video Permission – Initial your selection

_____ Yes, I consent to have photos and/or video taken of my child for use **within and outside** the District.
(newspaper, newsletter, etc.)

_____ Yes, I consent to have photos and/or video taken of my child for use **ONLY within** the District.

_____ No, I do not consent.

Parent/Guardian Signature

Date

Student Signature

Date

***Continued on back page**

Photography/Video Permission for use on District Website – Initial your selection

_____ Yes, I consent to have photos and/or video taken of my child for possible **use on the District website** to promote positive activities within District Programs.

_____ No, I do not consent.

Parent/Guardian Signature

Date

Student Signature

Date

Student – Internet Use Agreement

I have read and understand the Cannon Valley Special Education Cooperative policies relating to safety and acceptable use of the District’s computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Student Signature

Date

Parent/Guardian – Internet Use Agreement

As the parent or guardian of the student, I have read the Cannon Valley Special Education Cooperative policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial materials and I will not hold the District or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child’s use is not in the school setting. I hereby give permission to issue and account for my child.

Parent/Guardian Signature

Date