



Jane Goodall Environmental Sciences Academy

Student Handbook

Updated 8/22/19

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501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

III. DEFINITION

A. "Weapon"

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

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

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

IV. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION

A. The school takes a position of “No Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons may include:

1. Immediate out-of-school suspension;
2. Confiscation of the weapon;
3. Immediate notification of police;
4. Parent or guardian notification; and
5. Recommendation to the Board Chairperson of dismissal for not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school may be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

V. POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT/TOOLS

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

VI. ADMINISTRATIVE DISCRETION

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

Legal References: Minn. Stat. §§ 127.26-127.39. (Pupil Fair Dismissal Act)
Minn. Stat. § 127.282 (expulsion for possession of firearm)
Minn. Stat. § 127.48 (referral to police)
18 U.S.C. § 921 (definition of firearm)

502 SEARCH OF STUDENT PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. 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.

D. It shall be a violation for students to carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes but is not limited to computers, purses, backpacks, bookbags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an

immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

A. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness. A search of this nature does not require a search warrant.

B. As soon as practicable after a search of personal possessions pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

C. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

D. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger. Whenever feasible, these searches will be conducted by law enforcement officials.

E. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

F. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

V. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VI. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
Minn. Stat. § 121A.72 (School Locker Policy)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

503 Attendance Policy

I. General Statement of Policy for Attendance

Jane Goodall Environmental Sciences Academy has established the following system for new enrollees to determine educational intent:

New students enrolling at JGESA will be expected to be in attendance or to have a pre-established work plan designed with their proposal team. A student's enrollment start day at JGESA will be the first school day after the student has had a conference with his/her advisor and also has the capability to connect to the internet via personal or school computer. In most cases this will be the same day that a student is in attendance for the first time. Once a student is enrolled attendance will be taken and this attendance policy will apply.

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Attendance is determined as the following: presence at daily advisory meeting, attendance at a field trip, student initiated advisor contact followed by documented time logs on the day of contact, or documented time logs as arranged by the advisor. Students accumulating more than 3 cumulative unexcused absences (as established by the Board) and/or lack of credible educational work will receive school notification through phone, e-mail or mail and parents/guardians will need to contact the school in regard to absences and school work. The student's county of residence may be contacted after 3 and 5 days of unexcused absences. The school will continue to notify parents through 7 cumulative unexcused absences, at which time the student's county of residence will be notified regarding truancy. If attendance is not taken seriously and work not completed, following 30 cumulative absences (excused or unexcused), the student may be dropped from the school attendance rolls and will need to complete a full admissions packet in order to return. In accordance with state law, students will be dropped from enrollment following 15 consecutive days of unexcused absences.

If a student has excessive excused absences (more than 10) JGESA will initiate an action plan to assist student with attendance and school work. After 15 excused absences, students will be subject to meeting with Advisor, make-up work, and/or a 504 plan. Absences will may be excused if they are caused by the following reasons: illness, serious illness in immediate family,

death in the immediate family, medical or dental appointments, counseling appointments, court appearances, family vacations, planned educational experiences, religious instruction (< 3 hours per week), physical emergencies (flood, storm, etc.), official school sponsored outings, or suspension. In order to be excused for doctor, dental or court appointments, validation from the place of appointment needs to be brought into school. All absences should be verified and cleared no later than seven calendar days from the date of absence. Absences considered unexcused are: truancy, absences resulting from cumulated unexcused tardies (three tardies equal one unexcused absence), or any other absence not included in the excused section of this policy. Staff will make an effort to notify parents of all unexcused absences as soon as possible. Students may excuse tardiness by making up time as arranged with their advisor.

Attendance - Please call the school (952) 852-0129 to report an absence.

504 STUDENT DRESS AND APPEARANCE

1. Purpose

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

1. General Statement of Policy

The policy of this school district is to encourage students to be dressed appropriately for school activities and in keeping with the community standards this is a joint responsibility of the student and the student's parent(s) or guardian(s).

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

Clothing appropriate for the weather

Clothing that does not create a health or safety hazard

Clothing appropriate for the activity (i.e., physical education or in the classroom)

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

“Short shorts,” tops that expose the midriff, and other clothing that is not keeping with community standards

Clothing bearing a message that is lewd, vulgar, or obscene

Apparel promoting products or activities that are illegal for use by minors

Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.

Any apparel or footwear that would damage school property

The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, and defamatory, profane or do not advocate violence or harassment against others.

“Gang,” as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the

commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engage in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

1. Procedures

When, in judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

The staff may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the staff and TPP (Teacher Professional Practice) for approval.

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 525 (Violence Prevention)

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. The school recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.

B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying material.

B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines,

yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.

C. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
 1. "Minor" means any person under the age of eighteen (18).
 2. "Material and substantial disruption" of a normal school activity means:
 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption that interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. "School activities" means any activity sponsored by the school.

G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

A. Students and staff have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.

B. Requests for distribution of nonschool-sponsored material will be reviewed by the staff team on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended.
4. advertises or promotes any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school.

VI. PROCEDURES

- A. Any student or employee wishing to distribute non-school sponsored material must first submit for approval a copy of the material to the staff team at least 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting their request and, if a student, the room number of his or her first-period class.

1. Date(s) and time(s) of day intended display or distribution.

3. Location where material will be displayed or distributed;

4. If intended for students, the grade(s) of students to whom the display or distribution is intended.

- B. Within three school days, the staff team will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

C. If the person submitting the request does not receive a response within three school days, the person shall contact the staff team to verify that the lack of response was not due to an inability to locate the person.

D. If the person is dissatisfied with the decision of the staff team, the person may submit a written request for appeal to the Board Chairperson. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the Board Chairperson to verify that the lack of response is not due to an inability to locate the person.

E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the staff team, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school's Student Discipline Policy.

B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, *EdVisions contract*, school district policies and procedures, and/or governing statute.

C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks.

Legal References: U.S. Constitution, First Amendment.

Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988).

Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986).

Tinker V. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1986).

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school's expectations for student conduct. Such compliance will enhance the school's ability to maintain discipline and ensure that there is no interference with the educational process. The school will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment that provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate, which creates an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school that a fair and equitable school-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.61, the school board, with the participation of service providers, students, parents and community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school.

JGESA has adopted a restorative justice model that empowers students to be accountable for their actions, make positive choices, and reach appropriate solutions to repair harm done to oneself, other individuals, and/or the community as a whole. Our restorative justice model invites all affected parties (victims, offenders, and community members) to participate in resolving the issue, and the process aims to repair harm rather than seek out punishment. The ultimate goal of restorative justice is to create a community of peaceful, conscientious, and respectful individuals who take active responsibility in maintaining, improving, and (when harm is done) repairing a safe and welcoming learning environment.

The following describes the first steps taken when a harmful incident occurs:

1. If a student's action negatively impacts him or herself, other individuals, or the community as a whole, then the restorative justice process begins with a reasonable request made by a staff member to quickly resolve the issue. If the student complies with the reasonable request, then justice is restored.
2. If the offending student refuses or does not comply with the reasonable request at that time, then the staff member will offer the student choices in how to repair the harm done in the moment, or allow the student to come up with his or her own reasonable solution to repair the harm done. Students will be offered a reasonable amount of time to make that choice. If the student makes a reasonable choice and follows through with that decision, then justice is restored.
3. If the offending student refuses the choices given and cannot come up with a reasonable way to restore harm, then another staff member will join the conversation to process the incident and find solutions. (If the appropriate staff is presently unavailable, the situation

does not require immediate attention, and/or it is deemed an inappropriate or ineffective time to conduct the conversation, it may take place at a later time.) During this conversation, the offending student will be given more choices and chances to restore justice.

4. If an offending student refuses to take part in the restorative justice process, the student may be subjected to a parent call, dismissal, suspension, or other appropriate measures until the student is ready to participate in the restorative justice process.

JGESA recognizes that this restorative justice model often takes time, energy, and a mindset not always immediately available to victims, offenders, and community members in the moment. Additionally, the appropriate personnel to handle the situation may not be presently available. Therefore, strategies to effectively prevent further injustices (such as relocating an offender to another supervised location) may be employed in order to temporarily maintain the peace until a reasonable time and place can be agreed upon to begin the restorative justice process. The level and frequency of the harmful incident will also affect how to proceed. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56.

III. AREAS OF RESPONSIBILITY

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

B. Staff Members: Staff shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct. Staff members shall enforce the Code of Student Conduct.

C. Parents or Legal Guardians: Parents and guardians shall be responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with staff and to participate regarding the behavior of their children.

D. Students: Students are individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

E. Community Members: Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

F. On-campus and Off-campus school sponsored activities:

- 1) Staff shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct. Staff members shall enforce the Code of Student Conduct.
- 2) Students are individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- 3) Parents and guardians shall be responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with staff and to participate regarding the behavior of their children.

- 4) Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn which does not obstruct or interfere with the educational rights of other students.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

A. for their behavior and for knowing and obeying all school rules, regulations policies and procedures.

B. to attend school daily, except when excused, and to arrive on time at school each day and to other school functions;

C. to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

D. to make necessary arrangements for making up work when absent from school;

E. to assist the school staff in maintaining a safe school for all students;

F. to assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;

G. to be aware of and comply with federal, state and local laws;

H. to volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;

I. to respect and maintain the school's property and the property of others;

J. to dress and groom in a manner which meets standards of safety and health and common standards of decency;

K. to avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

L. to conduct themselves in an appropriate physical or verbal manner; and

M. to recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school. Any student who engages in any of these activities shall be disciplined in accordance

with this policy. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students or staff.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping school or classes, or leaving school grounds without permission;
5. Violent opposition to authority;
6. Using, possessing or distributing tobacco or tobacco paraphernalia;
7. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances;
8. Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, except as prescribed by a physician;
9. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
10. Using, possessing or distributing weapons or other dangerous objects;
11. Violation of the school Weapons Policy;
12. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
13. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
14. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
15. Violation of any local, state or federal law as appropriate;
16. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
17. Possession of nuisance devices or objects which cause distractions including, but not limited to pagers, radios and phones;
18. Violation of school bus or transportation rules or the school bus safety policy;
19. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
20. Violation of directives or guidelines relating to lockers and personal space;
21. Possession or distribution of slanderous, libelous or pornographic materials;
22. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for

use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership.

23. Criminal activity;
24. Falsification of any records, documents, notes or signatures;
25. Tampering with, changing, or altering records or documents of the school by any method including, but not limited to, computer access or other electronic means;
26. Impertinent or disrespectful language toward teachers or other school personnel;
27. Sexual abuse and/or harassment;
28. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of students or staff;
29. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
30. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
31. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
32. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
33. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
34. Disobedience or insubordination to staff;
35. Violation of school rules, regulations, policies or procedures;
36. Other acts, as determined by the school, which are disruptive of the educational process or dangerous or detrimental to students or staff or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school or the safety or welfare of students or staff.
37. Students may not display in their Personal Space or in or around the school buildings, items which create a danger to health or safety or creates a disruption to the educational process, including but not limited to items which bear a message which is lewd, vulgar, or obscene, or items which promote products or activities that are illegal for use by minors, or containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to any student or staff or protected minority group or which connotes gang membership or causes continual/ chronic harassment. If posted items are objectionable, the student will be asked to remove the objectionable item or a staff member will remove the item and return it to the student. Refusal to remove displayed materials may result in suspension.
38. Shoplifting.
39. Stealing from other students.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school. At a minimum, violation of school rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school. Disciplinary action may include, but is not limited to, one or more of the following:

1. Student conference with staff member or staff team, and verbal warning;
 - a. Parent contact;
 - b. Parent conference;
 - c. Removal from class;
 - d. In-school suspension;
 - e. Suspension from extracurricular activities;
 - f. Restriction of privileges;
 - g. Loss of school privileges;
 - h. In-school monitoring or revised class schedule;
 - i. Modified school programs;
 - j. Referral to in-school support services;
 - k. Referral to community resources or outside agency services;
 - l. Financial restitution;
 - m. Referral to police, other law enforcement agencies, or other appropriate authorities;
 - n. Petition County Court for juvenile delinquency adjudication;
 - o. Out-of-school suspension under the Pupil Fair Dismissal Act;
 - p. Preparation of an admission or readmission plan;
 - q. Expulsion under the Pupil Fair Dismissal Act;
 - r. Exclusion under the Pupil Fair Dismissal Act;
 - s. Other disciplinary action as deemed appropriate by the school.

VIII. Removal of Students from Class

1. Staff has the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the staff shall have the authority to remove the student from an activity pursuant to the procedures established by this discipline policy. "Removal from activity" and "removal" mean any actions taken by staff to prohibit a student from attending an activity period for a period of time not to exceed five (5) days per violation, pursuant to this discipline policy.
2. Grounds for removal from class shall include the following:
 1. Willful conduct which materially and substantially disrupts the rights of others to an education;
 2. Willful conduct which endangers staff, the student or other students, or the property of the school;
 3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of staff, requires removal of the student from class.
5. Such removal shall be for at least one (1) activity period or day and shall not exceed five (5) such periods per violation.

B. Procedures for Removal of a Student From a Class

1. A student shall receive a verbal warning, if the behavior should continue, the staff will conference with the student and outline the steps of a suspension.
2. Parents will be notified by telephone when possible of the suspension. A suspension form will be completed and mailed to the parents.

C. Responsibility For and Custody of a Student Removed From Class

1. A student removed from class will be in the supervision of a staff member until parents have been notified. Students will be expected to remain with a staff member until parents/guardians have been notified and arrangements made for the student to go home.
2. Transportation home will be provided by the parent/guardian or with the parent/guardian's approval.
3. The student will be expected to work on their personal learning plan while placed in suspension.

D. Procedures for Return of a Student to a Class From Which the Student Was Removed

1. Actions or approvals required such as notes, conferences, and readmission plans.

E. Procedures for Notification

1. Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;
2. Actions or approvals required, such as notes, conferences, readmission plans.

F. Disabled Students; Special Provisions

1. Procedures for consideration of whether there is a need for further assessment;
2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individual Education Plan (IEP) of a disabled student who is removed from class or disciplined; and
3. Any procedures determined appropriate for referring students in need of special education services to those services.

G. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises

1. The staff will comprise the chemical abuse preassessment team pursuant to Minn. Stat. § 126.034;
2. Establishment of a school and community advisory team to address chemical abuse problems in the school pursuant to Minn. Stat. § 126.035; and
3. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 126.037.

H. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct

I. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in attempts to Improve a Student's Behavior.

- A. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems
- B. Mental Health Screening: If a pupil's total days of removal from school exceeds ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of a parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services of whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.
- C. The District agrees coordinate crisis services to the extent funds are available with the county board for students with a serious emotional disturbance or other students who have an IEP whose behavior may be addressed by crisis intervention.
- D. Any procedures referred to in this policy are under the continual review of the Behavior Management Team and will be given to parents/students at the preschool/enrollment conference.
- E. Reasonable force may be used upon or toward the person of another without the child's consent when the following circumstance exists or the actor reasonably believes it to exist:
 - a. When used by a school employee or school bus driver, in the exercise of lawful authority, to restrain a child or pupil, or to prevent bodily harm or death to another; or
 - b. When used by a staff member or other person contracted by MNCS upon or toward a student when necessary to restrain the student from self-injury or injury to any other person or property.

IX. Dismissal

- 1. "Dismissal" means the denial of the appropriate educational program to any student, including exclusion, expulsion and suspension. The school shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding, which may result in suspension, exclusion or expulsion. The school shall not dismiss any student without attempting to provide alternative programs of education prior to dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property. Such programs may include special tutoring, modification of the curriculum for the student, placement in a special class or assistance from other agencies.
- 2. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on the following grounds:
 - 1. Willful violation of any reasonable school board regulation, including those found in this policy;

2. Willful conduct which materially and substantially disrupts the rights of others to an education; and
3. Willful conduct which endangers the student or other students or the property of the school.

C. Suspension Procedures

1. "Suspension" means an action taken by the school staff prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending staff shall provide the board chairperson with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less.
2. Each suspension action shall include a readmission plan. The plan shall include, where appropriate, a provision for alternative programs to be implemented upon readmission. Consecutive suspensions may be imposed for the same course of conduct where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
3. In no event shall suspension exceed fifteen (15) school days, provided that an alternative educational program shall be implemented to the extent that suspension exceeds five (5) days.
4. No suspension from school shall be imposed without an informal conference with the student, advisor, and student's parent or guardian, except where it appears the student will create an immediate and substantial danger to self or to surrounding persons or property.
5. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of *the Minnesota Pupil Fair Dismissal Act, Minn Stat. §§ 21A.40 through 21A.56*, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by certified mail within 48 hours of the conference. (See attached sample Notice of Suspension.)
6. In the event a student is suspended without an informal conference with the student, advisor, and student's parent or guardian, on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served either personally or by certified mail upon the student and the student's parent or guardian within 48 hours of the suspension. Service by certified mail shall be complete upon mailing.
7. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that an alternative educational program shall be implemented to the extent that suspension exceeds five (5) days.
8. The School Board reserves the right to review and evaluate student conduct cases on an individual basis to determine if the suspension record(s) will be recorded on a student's permanent record.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond an amount of time equal to one school year from the date a student is expelled. The authority to expel rests with the school board. A suspension of more than 15 consecutive school days becomes a de facto expulsion.
2. "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to an in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the student and parent or guardian waives the right to a hearing in writing.
5. The student and parent or guardian shall be provided written notice of the school's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian by certified mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56.; describe alternative educational programs accorded to the student prior to commencement of the expulsion or exclusion proceedings; and inform the student and parent or guardian of their right to: (1) have legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The proceedings of the hearing shall be recorded and preserved at the expense of the school, pending ultimate disposition of the action.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. If the student is financially unable to retain legal counsel, the school shall advise the student's parent or guardian of available legal assistance. The school board may appoint an attorney to represent the school in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to the student's records and allowing the representative to obtain copies thereof.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths. The student cannot be compelled to testify in the dismissal proceedings.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school records pertaining to the student, including records upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which will be made to the school board within two (2) days after the close of the hearing.
16. The decision by the school board shall be based upon the findings and recommendation of the hearing officer and shall be made at a special meeting within five (5) days after receipt of the findings and recommendation. The school board's decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties and the Commissioner of Education of the basis and reason for the decision.
17. Any expulsion or exclusion decision made by the school board may be appealed to the Commissioner of Education pursuant to the Pupil Fair Dismissal Act, Minn. Stat. § 121A.49.
18. The school shall report any expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
19. The school shall report each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commission of Education. This report shall include a statement of alternative programs of education accorded to the student prior to the commencement of the expulsion or exclusion proceedings.
20. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, the student and his/her parent or guardian shall be informed by certified mail of the student's right to attend and to be reinstated in the school.
21. The School Board reserves the right to review and evaluate student conduct cases on an individual basis to determine if the exclusion or expulsion will be recorded on a student's permanent record.

X. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The school staff official may provide additional notification as deemed appropriate.

XI. STUDENT DISCIPLINE RECORDS

It is the policy of the school that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance, and of student discipline records shall be consistent with applicable school policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13.

No Child Left Behind requires all public school districts to transfer formal disciplinary records to any private or public school where a student is enrolling, or seeking to enroll full-time or part-time. The transmittal must conform to FERPA (Family Educational Rights and Privacy Act).

XII. DISABLED STUDENTS

Students who are currently identified as disabled under IDEA or Section 504 will be subject to the provisions of this policy providing that their violations are not a direct result of their disabling condition unless an educational program has specified a necessary modification.

When a disabled student is removed from class, the staff team will review the educational plan and current assessment data. The team will determine if the placement was appropriate and recommend, if necessary, other methods of dealing with the behavior. The team may also make exceptions as necessary and appropriate based on the disabling conditions of the student involved. Such exceptions may be reflected in the student's educational plan.

The District agrees coordinate crisis services to the extent funds are available with the county board for students with a serious emotional disturbance or other students who have an IEP whose behavior may be addressed by crisis intervention.

For students with IEPs, a team meeting is required within five (5) school days of a suspension or prior to an expulsion or exclusion. If a student is placed on in-school suspension status according to school policy established for all students, for all or part of the day for two (2) or more consecutive days or three (3) times in one (1) month, a team meeting must be held. A student disabled under Section 504 but not under IDEA shall be entitled to such a meeting only pending expulsion, exclusion or suspension over ten (10) days. The team shall (a) determine whether the misconduct is related to the disabling condition; (b) review any assessments and determine the need for further assessment; and (c) review the adequacy of the current IEP and amend the goals and objectives or develop an alternative IEP program as appropriate. If it is determined that a student's misconduct is related to the student's disabling condition, the student may not be expelled or excluded, and an alternative program shall be sought.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disabling condition, the school shall provide special education and related services after a period of suspension, if suspension is imposed. The school shall initiate a review of the student's individual education plan within ten (10) days of the commencement of an expulsion, exclusion, or a suspension of ten (10) days or more.

XIII. DISTRIBUTION OF POLICY

The school will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request to the board chairperson.

The district's annual notice must inform parents that educational records, including formal disciplinary records, will be transmitted to other school districts to which the student may transfer. The District's annual notice must also inform parents of their right to:

1. Review and inspect the student's education record, and
2. Request amendment of that record.

XIV. REVIEW OF POLICY

The representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the board chairperson for consideration by the school board, which shall conduct an annual review of this policy.

Legal Reference:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. §§ 121A.40 to 121A.56 (Pupil Fair Dismissal Act of 1974)

Minn. Stat. §§ 121A.61 (Removal from Class)

Goals 2000: Educate America Act, Pub.L.No. 103-227 (1994)

Minn. Stat. § 120.17 (Students with Disabilities)

29 U.S.C. § 794 et seq. (Section 504 of the Rehabilitation Act of 1973)

No Child Left Behind (Transfer of discipline records)

20 U.S.C. §1232g (FERPA)

506f In-School Suspension

Dear _____,

On _____ you were involved in:

- Physical fighting without injury
- Physical fighting with injury
- Abusive or inappropriate language, profanity
- Physical aggression without injury
- Physical aggression with injury
- Disruption
- Technology violation
- Alcohol/Tobacco/Drug related
- Defiance, insubordination, or non-compliance
- Skipping/Tardy
- Property damage/vandalism/misuse
- Dress code violation
- Other: _____

Incident location:

- Bus
- Cafeteria
- Classroom
- Office
- Parking Lot
- Other: _____

Incident description:

Student's statement:

This is a violation of the JGESA student handbook. The handbook states:

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment that provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate, which creates an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school that a fair and equitable school-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56.

Due to the factors above you were placed in in-suspended on date(s)

_____.

Prior to your return to the academic setting on _____, student and parent must complete a successful restorative justice/readmission meeting to discuss the incident and future plans. That meeting is scheduled for: _____. If you cannot be present at the agreed upon time, please notify the school and be aware that the meeting will then need to be rescheduled.

Readmission Plan (if applicable):

If you have any questions, please call us at 952-852-0129.

Thank you,

CC: Special Ed Case Manager, if applicable

Enc: Fair Pupil Dismissal Act

506ff



Jane Goodall
**Environmental
Sciences Academy**

8008 83rd ST. NW, Maple Lake MN 55358
952-852-0129 Phone – 952-679-7617 Fax

Out-Of-School Suspension

Dear _____,

On _____ you were involved in:

- | | |
|---|---|
| <input type="checkbox"/> Physical fighting without injury | <input type="checkbox"/> Alcohol/Tobacco/Drug related |
| <input type="checkbox"/> Physical fighting with injury | <input type="checkbox"/> Defiance, insubordination, or non-compliance |
| <input type="checkbox"/> Abusive or inappropriate language, profanity | <input type="checkbox"/> Skipping/Tardy |
| <input type="checkbox"/> Physical aggression without injury | <input type="checkbox"/> Property damage/vandalism/misuse |
| <input type="checkbox"/> Physical aggression with injury | <input type="checkbox"/> Dress code violation |
| <input type="checkbox"/> Disruption | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Technology violation | |

Incident location:

- | | |
|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Bus | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Classroom | |
| <input type="checkbox"/> Office | |

Incident description:

Student's statement:

This is a violation of the JGESA student handbook. The handbook states:

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment that provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate, which creates an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school that a fair and equitable school-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56.

Due to the factors above you are suspended for _____ school day(s) on the following date(s) _____.

Prior to your return on _____, student and parent must complete a successful restorative justice/readmission meeting to discuss the incident and future plans. That meeting is scheduled for: _____. If you cannot be present at the agreed upon time, please notify the school and be aware that the meeting will then need to be rescheduled.

Readmission Plan (if applicable):

If you have any questions, please call us at 952-852-0129.

Thank you,

507 CORPORAL PUNISHMENT

I. PURPOSE

The purpose of this policy is to describe limitations on corporal punishment of students.

II. GENERAL STATEMENT OF POLICY

No agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

III. EXCEPTIONS

Staff may use reasonable force to restrain a student only when necessary to prevent the child from injuring him or herself, others or property or to prevent bodily harm or death to another.

IV. VIOLATION

Staff who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to an in accordance with applicable statutory authority and school policies. Violation of this policy may also result in civil or criminal liability for the staff member.

Legal References: Minn. Stat. § 127.03, Subd. 3 (Actions against districts and teachers)
Minn. Stat. § 127.45 (Corporal Punishment)
Minn. Stat. § 609.06(06)(07) (Authorized use of force)

508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH IEPS

1. PURPOSE

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

GENERAL STATEMENT OF POLICY

A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.

B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:

1. there will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
2. services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
3. the IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.

C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:

1. prior observations of the student's regression and recoupment over the summer;
2. observations of the student's tendency to regress over extended breaks in instruction during the school year; and
3. experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student's progress and maintenance of skills during the regular school year.
2. The student's degree of impairment.
3. The student's rate of progress.
4. The student's behavioral or physical problems.
5. The availability of alternative resources.
6. The student's ability and need to interact with non-disabled peers.
7. The areas of the student's curriculum which need continuous attention.

8. The student's vocational needs.

E. No Unilateral Decisions. In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in School District. A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References:

Minn. Stat. § 125A.14 (Extended School Year) Minn. Rules Part 3525.0755

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004) 34

C.F.R. Part 300 (IDEA Regulations)

Cross References:

510 FIELD TRIP POLICY

1. General Statement of Policy for Day Trips

School trips at Jane Goodall Environmental Academy which occur during one day require enough chaperones to maintain the ratio of one (1) adult to 9 students. Chaperones are staff members or other adults approved by the staff as chaperones.

1. General Statement of Policy for Overnight Trips

Jane Goodall Environmental Academy trips occurring overnight will need to be approved by staff ahead of time. These arrangements need to include but are not limited to emergency contact information, transportation information, meal plans, and sleeping arrangements. Enough chaperones will be provided to maintain a ratio of one (1) adult to 9 students. Chaperones are staff members or other adults approved by the staff as chaperones. With all overnight field trips, parents and guardians of participating students will be notified a minimum of 2 weeks ahead of time.

II. Payments

In order to maintain fiscal stability of JGESA, student payments for supplemental field trips will need to be paid in full prior to the student and/or parent attending the trip. Each trip will have a nonrefundable down payment determined by the trip cost and the advisor. The advisor will determine a deadline (if possible) for returning payment for tickets when a student cannot make an event. In some instances, when the ticket is nonrefundable, payment will not be returned.

Trip organizers will see reasonable deadlines for payment submissions. JGESA advisors will make every effort to work with individuals who cannot make the monetary payments by the deadline; however, if the parent, guardian or student is unable to fulfill payment by the pre-established deadlines, students and/or parents will be unable to attend the event.

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications while at the same time balancing the school's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

- A. Expression and representations made by students in school publications is not an expression of official school policy. Official school publications are free from prior restraint by officials except as provided by law. Faculty advisors shall supervise student writers to ensure compliance with the law and school policies.**

- B. Students who believe their right to free expression has been unreasonably restricted in an official student publication may seek review of the decision by the Board Chairperson. The Board Chairperson shall issue a decision no later than five (5) school days after review is requested.**
 - 1. Students producing official school publications shall be under the supervision of a staff member and staff team. Official publications shall be subject to the guidelines set forth below.**

 - 2. Official school publications may be distributed at reasonable times and locations.**

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying material.**

- B. "Official school publications" means school newspapers, yearbooks, material produced in communication, journalism of other writing classes as a part of the curriculum.**

- C. "Obscene to minors" means:**
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;**

 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the**

genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. "Minor" means any person under the age of eighteen (18).

E. "Substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, break out sessions, and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.

G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

A. Expression in an official school publication is prohibited when the material is:

- (1) obscene to minors**
- (2) libelous or slanderous**
- (3) advertises or promotes any product or service not permitted for minors by law**
- (4) encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities.**
- (5) expresses or advocates sexual, racial or religious harassment or violence or prejudice**

- (6) distributed or displayed in violation of time, place and manner regulations

B. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

(1) Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

(2) Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

(3) Manner

No one shall induce or coerce a student or staff member to accept a student publication.

Legal References: U.S. Constitution, First Amendment
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bystrom v. Fridley High School, I.D.S. No. 14, 822 F.2d 747 (8th Cir. 1987)

513.1 STUDENT PROMOTION

1. Purpose

JGESA is a place offering limitless learning opportunities. It is the responsibility of the student to take learning seriously and to apply him or herself to get their work completed. Minimum standards of achievement include a student completing 10 project credits per year.

1. General Statement of Policy

In an effort to make sure that all students make adequate progress, advisors will calculate before conferences throughout year. If the student is not on track to earn at least 7.5 credits for the year, parents will be notified.

To encourage earning of full credit, the following procedures will be set in motion until adequate progress is being made:

- Parents will be notified that their student is behind in credits. In addition, there will be a daily meeting between student and advisor to show evidence of progress and to set goals and criteria for success.

- If adequate progress is not made in two more weeks, a meeting will be held twice a week with the student's proposal team.
- If adequate progress is not made in two more weeks, a meeting will be set up for the student and that student's parents with the staff academic planning team in order to discuss progress and set up a plan. A second meeting will be scheduled to see that the plan has been followed.
- If adequate progress is still not made, the staff academic planning team will recommend to the student that they find another educational setting. The student and parent/guardian may appeal to the school board.

III. Credit for prior project work

A student could be given credit for documented time and learning completed in the three months prior to enrollment in JGESA as approved by a project proposal team if the student was not enrolled in any other public or nonpublic school district during those three months. A student that had been enrolled in a district other than JGESA should pursue credit from the enrolling district.

Individual request for credit for a period longer than three months prior to enrollment will be reviewed and denied or approved by the Board of Directors of JGESA.

Students participating in the Post Secondary Enrollment Options Program will receive JGESA credit proportional to a full load semester at the institution PSEO credit was received. This credit will be converted to 5 credits per semester at JGESA.

III. Academic Eligibility for Extra Curricular Activities

In order to be eligible for participation in Minnesota State High School League sanctioned extra curricular activities, student must maintain adequate progress according as outlined in this policy.

513 ENROLLMENT AND ADMISSION POLICY

I. PURPOSE

Jane Goodall Environmental Sciences Academy (JGESA) desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. This policy is to set forth the application and exclusion procedures used by the school district in making said determination.

Applications for Enrollment will be accepted during the first of December through thirty-first of January each year. Completing this form does not guarantee enrollment. All applications received on or by this date will be placed on the "Eligible to Enroll List." Applications received after this date will be placed on a waiting list in the order received after the lottery is complete. A lottery will be held if there are more applicants than positions available. The lottery will be held at 4:00 p.m. on the first Wednesday of February that school is in session. The results of the lottery determine the order of the waiting list. The lottery is open to the public. Families will be mailed their student's list number the second week of February. The week after the current school year closes the Jane Goodall Environmental Sciences Academy will contact families in the order of waiting list number to fill available openings for the following school year. Per Minnesota State Law, applications cannot be held from year to year; therefore, any applications

received after June 1st of each year will not be considered and a new application would be required once the application window opens during the following school year. Per Minnesota State Law, preference for enrollment shall be given to a sibling of an enrolled pupil, to a foster child of that student's parents, and a staff member's child before accepting students by lot. Should an opening occur, JGESA will consider all preferences as stated above. We will then contact the next person on our waiting list and due so subsequently until the position is filled. Confirmation of desire to enroll must be made by the students' parent/legal guardian within 48 hours of notice. This process will continue until the opening has been filled.

II. GENERAL STATEMENT OF POLICY

A. Eligibility. As a charter school, JGESA shall enroll any eligible student that:

1. submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level or building.
2. is a sibling of a currently enrolled student, shall be given first priority for enrollment where openings exist.
3. the applicant is not otherwise excluded by action of JGESA because of previous conduct in another school district.
4. State law requires that every child enrolled in a Minnesota School be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. Students in grades 7-12 must meet the state's requirement for a second measles, mumps, rubella immunization (MMR) and a Td on or after the eleventh birthday. Students in 7th grade must also be immunized against Hepatitis B. *[Exceptions are made to this rule for reasons of conscientious objection or on doctor's orders. JGESA is required to maintain records pertaining to the immunizations and any exceptions to adhere with the law.]*

B. Ineligibility. As a charter school, JGESA will not enroll:

1. when the number of applications exceeds the number of openings, a lottery drawing is held to establish a "waiting list."
2. applications submitted after the established deadline each year be placed on the waiting list following the names of those previously registered for that year.

C. Waiting List. As a charter school, JGESA shall create a "waiting list" when no openings exists. They will qualify in the following order:

1. a sibling of an enrolled student
2. a staff member's child/children
3. the chronological order in which the application was received

D. Standards that may be used for rejection of application. JGESA may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife

with

a blade less than two and one-half inches in length, at school or a school function;

2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school

- function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- E. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment;
1. previous academic achievement of a student;
 2. athletic or extracurricular ability of a student;
 3. disabling conditions of a student;
 4. a student's proficiency in the English language;
 5. the student's district of residence; or
 6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section D of this policy.
- F. Exclusion. Per MN Pupil Fair Dismissal Act
1. Administrator's initial determination. If the JGESA Director knows or has reason to believe that an applicant has engaged in conduct that has or could subject the applicant to expulsion or exclusion under law or school district policy, the Director will transmit the application to the Board with a recommendation of whether exclusion proceedings should be initiated.
 2. Board review. The JGESA Board may make further inquiries. If the Board determines an applicant should be admitted, they will notify the applicant. If the Board determines an applicant should be excluded, they will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, JGESA reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.
- G. Termination of Enrollment
1. JGESA may terminate the enrollment of a student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03, 124D.07 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. [A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in 7-12 grade, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.226, Subd. 8.]
 2. JGESA may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
- H. JGESA does not limit admission to students on the basis of intellectual ability, measures of achievement, aptitude or athletic ability in accordance with Minn. Stat. § 124D.03.

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)

Minn. Stat. § 124D.68 (High School Graduation Incentives Program)

Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)

Minn. Ch. 260A (Truancy)

Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)

Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)

***Cross References:* MSBA/MASA Model Policy 506 (Student Discipline)**

MSBA/MASA Model Policy 517 (Student Recruiting)

MSBA Service Manual, Chapter 5, Various Educational Programs

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited through the use of school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. This policy includes intimidation and bullying in all forms, including, but not limited to, electronic forms and forms involving Internet use.

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

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

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

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

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

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

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

III. DEFINITIONS

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

A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or group of students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;

2. damaging a student's property;
3. placing a student in reasonable fear of harm to his or her person or property; or
4. creating a hostile educational environment for a student.

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

C. "Use of school district property or at school-related functions" means all computers and technology used for school purposes, school grounds, and school property or property immediately adjacent to school grounds, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school events, and all school-related functions, school-sponsored activities, events, or trips. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. This official shall be the Human Rights Coordinator. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

B. The school district encourages the reporting party or complainant to use the report form available from any advisor, but oral reports shall be considered complaints as well.

C. The advisor is the person responsible for receiving reports of bullying at the student level. Any person may report bullying directly to a school district human rights officer or the superintendent.

D. An advisor, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the advisor immediately.

E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

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

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

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

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

VII. TRAINING AND EDUCATION

A. The school district annually will provide information and any applicable training to school district staff regarding this policy.

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

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

D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness,

truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 121A.695 (Internet bullying Policy)

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

514f

BULLYING PROHIBITION FORM

Jane Goodall Environmental Sciences Academy Independent School District #4229

General Statement of Policy

Independent School District No. 4229 maintains a firm policy prohibiting acts of bullying, by either an individual student or a group of students, which is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation.

Complainant: _____

Address: _____

Phone number: _____

Email: _____

Date of alleged incidents: _____

Name of person you believe bullied or engaged in other prohibited conduct against you or a student:

If the bullying act or other prohibited conduct was toward another person, identify that person:

Describe the incident(s) as clearly as possible, including such things as: what force, if any was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary):

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

List any witness that were present: _____

This complaint is filed based on my honest belief that _____ has bullied or engaged in other prohibited conduct against me or a student. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

_____ (Complainant Signature)

Received by: _____

_____ (Date)

Please send form to:

Email: kzehowski@jgesa.org (Katie Zehowski)

Fax: 320-963-2064

Mail: 8008 83rd Street NW | Maple Lake | Minnesota | 55358

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

Jane Goodall Environmental Sciences Academy, ISD 4229, gives notice to parents of students currently in attendance, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:

- A. That parent or eligible student has a right to inspect and review the student's education records;
- B. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- C. That the parent or eligible student has a right to deny consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
- D. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C.1232g, and the rules promulgated thereunder;
- E. That the parent or eligible student has a right to obtain a copy of the school's policy regarding the protection and privacy of pupil records; and
- F. That copies of the school's policy regarding the protection and privacy of school records are located in the main office.

2. Independent School District No. 4229 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- a. It classifies records as public, private or confidential.

- b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
- c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- d. It establishes procedures and regulations for access to and disclosure of education records.
- e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

"Directory information" will be included in a student directory and will include the following information relating to a student: the student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

The information listed above shall be public information that the school may disclose from the education records of a student. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent, except to school officials as provided under federal law. In order to make any or all of the directory information listed above "private," the parent or eligible student must make a written request to the student's advisor within thirty (30) days of receiving this information.

516 MEDICATION AND DRUG POLICY

HEALTH SERVICES

Emergency Information

Parents/ guardians of each student will be required to complete an emergency information form and return it to the school during the first week of school. Please return this form as promptly as possible, since the information may be needed as early as the first week of school.

If a student becomes ill or injured at the school, first aid or other necessary care will be given immediately. (First aid is the "immediate and temporary care given in the case of an accident or sudden illness before the service of a physician can be secured.")

School personnel will not assume responsibility for any treatment beyond first aid. First aid procedures do not include any form of medical treatment. No drugs or medication, including non-prescription pain relievers, will be given. The school nurse and faculty are NOT permitted to dispense non-prescription pain relievers including but not limited to Tylenol, Advil and aspirin to students.

Medications

The administration of medication to students is carried out under written orders from a student's physician and written permission of the parents. The policies of the Minnesota Department of Health and the State Department of Education are followed.

If possible, medications should be scheduled around school hours, thus avoiding the need for bringing medications into the school building. Under usual circumstances, school personnel give no medications (including aspirin and Tylenol) to a student. Whenever possible, parents are encouraged to make alternative arrangements so that it is unnecessary for school personnel to administer medications. An exception to this is if a prescription medication needs to be taken during school hours. If a student requires a prescription medication FOUR times a day, or more often, JGESA can give the medication in school ONLY if the following procedure is followed:

1. ORIGINAL BOTTLE: Medication is sent in the original bottle with the name of the medication, how often it is taken, amount of dosage, physician's name, name and telephone number of the pharmacy on the label. Parents who know their students need to take medication at school can request a second bottle from their pharmacist to send to school.
2. WRITTEN REQUEST: The medication MUST be accompanied by a written request from the parent that their student should take the medication in school. The dosage given, time of day to give the medication, and specific directions for giving the medication.
3. PARENTS AND PHYSICIAN'S MEDICATION AND AUTHORIZATION FORM: This needs to be completed for the students on medication for extended periods of time

This needs to be completed for the students on medication for extended periods of time or the entire school year. If a student is on a medication for a long period of time, please contact the school nurse for one of these forms.

Health Conditions

Any student having health conditions, should share information regarding the health condition of students with the necessary school staff.

Students having a history of hearing or vision difficulties should notify the nurse of special needs.

Illness/Accidents:

If your child becomes ill in school, every attempt will be made to send your child home. Should your child have a minor injury, an advisor or the nurse will give first aid. If the accident is of a serious nature, parents will be called immediately. If the school is unable to contact the parents, a doctor will be called or the student will be transported to the nearest clinic for examination.

We will try to contact you at home or at work, as you should assume responsibility for the care of your child. If we are unable to contact you, we will contact the persons designated on your child's emergency form. If all attempts to contact someone fail, your child will remain in school and will be sent home at the end of the day in the same manner in which they came to school. A child will be sent home with a temperature above 100 degrees. If a child has a temperature above 100 degrees, vomits or has diarrhea within the past 24 hours, please do not send him/her to school.

Communicable Diseases and Infectious Conditions:

To prevent the spread of contagious diseases, the nurse needs to be informed of all students with a communicable disease. These include the following: chicken pox, pinkeye (conjunctivitis), measles, mumps, rubella, impetigo, ringworm, head lice, scabies, strep throat, etc. If a student has chicken pox, pinkeye, lice, scabies, impetigo, or strep throat, the student needs to report to the nurse or advisor for clearance to return to school. Parents should contact the nurse regarding readmission guidelines for each particular disease.

Immunizations:

The school nurse checks the immunization records of all students. The Minnesota School Immunization Law requires that all students be properly vaccinated in order to remain enrolled in school. Since immunization laws change frequently, the nurse will contact you if additional information regarding immunizations is needed. Immunizations will need to be up to date PRIOR to school entrance for all students including transfer students. Foreign exchange students, not transfer students, will have 30 days to update their immunizations.

Seniors will receive a copy of their immunization record prior to graduation and are encouraged to keep this in a safe place, since this information is needed for entry into a college or university.

The school nurse will provide periodic screening for vision, hearing and scoliosis. Parents are encouraged to make dental and medical appointments for their students to avoid conflicts during the school hours.

516.1

Jane Goodall Environmental Sciences academy #4229

SCHOOL MEDICATION PRESCRIBED/PARENT AUTHORIZATION – Part 1 of 2

STUDENT INFORMATION

Student's Name _____ Date of Birth _____

School _____ JGESA _____ Grade _____ School Year _____

List any known drug allergies/reactions _____ Height (inches) _____ Weight (lbs) _____

Section A: PRESCRIBED AUTHORIZATION – *(If more than one medication is required, continue on reverse side)*

Name of Medication _____ Reason for Taking _____

Dosage _____ Route _____ Frequency/Time(s) to be given _____

Begin Medication _____ Stop Medication _____
Date Date

Special Instructions:

Does medication require refrigeration? Yes No

Is the medication a controlled substance? Yes No

Is self-medication permitted and recommended for this student? Yes No

If yes, do you recommend this medication be kept "on person" by the student? Yes No

Potential Side Effects/Contradictions/Adverse Reactions

Treatment Order in the event of an adverse reaction:

(Attach additional sheet or use the back of this form if necessary)

I hereby affirm that this student has been instructed in the proper self-administration of the prescribed medication (s).

Signature of Prescriber *(please print)*

Date

Phone

Fax

Jane Goodall Environmental Sciences academy #4229

PARENT AUTHORIZATION

I authorize the school health professional to assist my child in taking the above medication. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. I also authorize the school

health professional to talk with the prescriber or pharmacist should a question come up about the medication. Medication must be registered with the school health professional. It must be in the original, unopened, sealed container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and the date of drug expiration when appropriate.

Signature of Parent

Date

Phone

Cell

SELF-ADMINISTRATION AUTHORIZATION

I authorize and recommend self-medication by my child for the above medication. *I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the school, the agents of the school, and the local board of education against any claims that may arise relating to my child's self-administration of prescribed medication(s).*

Signature of Parent

Date

Phone

Cell

PRESCRIBER AUTHORIZATION

Name of Medication _____ **Reason for Taking** _____

Dosage _____ **Route** _____ **Frequency/Time(s) to be given** _____

Begin Medication _____ **Stop Medication** _____
Date _____ **Date** _____

Special Instructions:

Does medication require refrigeration? Yes No

Is the medication a controlled substance? Yes No

Is self-medication permitted and recommended for this student? Yes No

If yes, do you recommend this medication be kept "on person" by the student? Yes No

Potential Side Effects/Contradictions/Adverse Reactions

Treatment Order in the event of an adverse reaction:

(Attach additional sheet or use the back of this form if necessary)

I hereby affirm that this student has been instructed in the proper self-administration of the prescribed medication (s).

Signature of Prescriber (please print)

Date

Phone

Fax

PRESCRIBER AUTHORIZATION

Name of Medication _____ Reason for Taking _____

Dosage _____ Route _____ Frequency/Time(s) to be given _____

Begin Medication _____ Stop Medication _____
Date Date

Special Instructions:

Does medication require refrigeration? Yes No

Is the medication a controlled substance? Yes No

Is self-medication permitted and recommended for this student? Yes No

If yes, do you recommend this medication be kept "on person" by the student? Yes No

Potential Side Effects/Contradictions/Adverse Reactions

Treatment Order in the event of an adverse reaction:

(Attach additional sheet or use the back of this form if necessary)

I hereby affirm that this student has been instructed in the proper self-administration of the prescribed medication(s).

Signature of Prescriber (please print) Date Phone Fax

518 DNR – DNI ORDERS

1. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

1. GENERAL STATEMENT OF POLICY

A. The primary mission of the school district is education. DNR-DNI Orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.

B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.

C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.

D. The parent/guardian will be notified of the emergency as soon as possible.

E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.

F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI Orders, shall be advised of and shall be given a copy of this policy.

Legal References:

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504) 42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than education district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the education district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

A. Generally, students may not be interviewed during the school day by persons other than a student's parents, education district officials, employees and / or agents, except as otherwise provided by law and / or this policy.

B. Requests from law enforcement officers and those other than a student's parents, education district officials, employees and / or agents to interview students shall be made through the Human Rights Officer's office. In receiving a request, it shall be the responsibility of the program coordinator to determine whether the request will be granted. Prior to granting a request, the coordinator shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

1. In the case of an investigation pursuant to the Maltreatment of Minors Act, Minn. Stat. S 626.556, Subd. 10, a local welfare agency and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or education district official.

520 E-LEARNING DAYS

I. PURPOSE

On occasion, students will take part in off-campus learning activities during scheduled Experience Days (also referred to as "E-Learning" days). These days will be considered academic/school days and will count toward the amount of hours required by state statute. In order to receive credit and be considered in attendance for these days, students must have appropriate work approved by an advisor prior to the Experience Day and provide evidence of the learning experience. On these days, advisors must be available to students during school hours via email or phone.

II. GENERAL STATEMENT OF POLICY

- A. E-Learning days will be considered academic/school days and will count toward the amount of hours required by state statute.
- B. To receive credit for E-Learning Days, students must have appropriate work approved by an advisor prior to the Experience Day and provide evidence of the learning experience.
- C. To be counted as in attendance for E-Learning Days, students must have appropriate work approved by an advisor prior to the Experience Day and provide evidence of the learning experience.
- D. Advisors must be available to students during school hours via email or phone.

521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students are protected from discrimination on the basis of a disability.
- B. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services,

accommodations, or programs in order that such learners may receive a free appropriate public education.

C. For this policy, a learner who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
2. has a record of such impairment; or
3. is regarded as having such impairment.

D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions, comments, or complaints should contact the school's Human Rights Officer.

Legal References: 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Implementing Regulations)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

A. Jane Goodall Sciences Academy 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 of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

B. It is the responsibility of every school district employee to comply with this policy.

C. The school board hereby designates the **Katie Kohn** as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

524 SCHOOL DISTRICT COMPUTER SYSTEM AND INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the electronic communications (social media and school email) . Internet use is monitored at home by the guardians of students. This policy provides guidelines to staff, students and parent on use of social media at Jane Goodall Environmental Sciences Academy.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to electronic communications enable students and employees to explore thousands of resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and electronic communications throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes electronic communication. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for project work, educational research, and professional or career development activities. Users are expected to use electronic communication access through the district system to further educational and personal goals consistent with the mission of the school district policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the electronic communications is a privilege, not a right. Depending on the nature and degree of the violation and the number of

previous violations, unacceptable use of the school district system or electronic communications may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. SOCIAL MEDIA

Definition. "Social media" means any form of online publication or presence that allows end users to engage in multi-directional conversations or interaction. Social media includes, but is not limited to: Facebook, MySpace, Ning, Twitter, Second Life, YouTube, blogs, wikis, social bookmarking, document sharing, online gaming, and email.

A. Common Code of Online Conduct. While the rules applicable to staff, students and parents vary in some particulars, a common code of conduct in the use of social media should be observed by all. Standards stated for students and parents in sections 4 and 5 below may, in appropriate circumstances, be applicable to others (for example, teachers and parents rarely have the opportunity to "plagiarize," but of course should not do so). Expectations routinely applicable to all members of the school community are stated in this section 3.

B. Be transparent. Do not misrepresent who you are. Never assume the identity of another person. Do not attempt to hide or conceal online interactions with members of the school community.

C. Be reflective. Think before you communicate online.

D. Be respectful. Employees, parents and students are a diverse group of people. If you are angry, give yourself time to calm down. Consider whether a negative communication you receive even requires a response. If it does, respond factually, not emotionally, with many different customs, viewpoints and beliefs. Communications that are racist, pornographic, threatening or bullying are never appropriate. Broad generalizations ("all teachers ..."; "all advisors"; "all students ...") are almost never accurate. If the time, manner or content of a communication is not something you would share with others, consider whether it is appropriate to share.

E. Be factual. Add to the information available to others, not just the noise.

F. Write well. In a school environment, everyone should try to express themselves effectively. Re-read your posts or emails for form and content. Check spelling, avoid slang and do not use excessive abbreviations. Use proper grammar, capitalization and punctuation. Send a polished communication, not a confused draft. Your online communication should reflect your education well.

G. Own your mistakes. If you make a mistake, correct it. If another calls you on a mistake, own up to it. Apologize, if an apology is due.

H. Keep confidences. Do not violate the privacy of others. Social media may seem private, but it is both public and durable — many people you don't know are likely to see what you write or post, and it may last for a very, very long time.

I. Make proper attributions. Follow copyright law and fair use protocols. When quoting or relying on another's work, make a proper citation to your source. When using a hyperlink, double check that it goes to the correct place and to appropriate content.

J. Be smart. People share too much information electronically. People who reveal the names of their pets, parents, children or other details may give hackers the clues to passwords. Information about planned vacations can be used by burglars. Think about how information can be used and misused.

K. Students. Students are subject to the following specific rules related to social media:

1. Do not plagiarize. Do not copy the work of others. Give proper attribution for quotations and ideas. Write to develop and express your own thoughts.

2. Use Appropriate Language. Obscene, insulting, threatening, derogatory, inflammatory and bullying language is not appropriate and almost always detracts from your ideas.

3. Respect the Power of Public Media. Honor the wishes of fellow students that information (e.g., compromising stories) be kept private. Always remember that posted information may seem private, but is highly public.

4. Do Not Spam. Meaningless messages, mass messages and repetitive messages are not appropriate.

5. Read then reply. Do not skim statements and respond. Understand the thoughts of another before you comment on them.

6. Do Not Hack. Never access another person's identity or account, or restricted sources of information.

7. Only Use School Media to Communicate with Teachers. Teachers are not permitted to use non-school media to communicate with students and this restriction applies to students as well. Do not attempt to "friend" a teacher on any non-school social media site (such as Facebook) and do not accept a friend request from a teacher. Report any such requests to Administration. Use of personal accounts for side-communication raises an automatic concern that appropriate teacher-student boundaries are not being maintained.

L. Parents. Parents are subject to the following specific rules related to social media:

1. Discourage Rumors. Do not rely upon and do not pass on unsubstantiated information or gossip. If information seems unlikely and inflammatory, it is most likely untrue and inflammatory. When in doubt, go directly to a JGESA advisor.

2. Respect Confidentiality. Many personnel issues and many issues involving other families and students are legitimately confidential (and many are confidential by law). If you would not want information about your job or your child made public, do not make public or expect to see such information posted.

3. Do Not Perform Student Work. Your child's work is his or hers.

4. Debate Issues Constructively. Schools often face legitimate controversies. The School respects and solicits parent voices in addressing such issues. Effective arguments are usually civil, measured, well-supported and take into account the legitimate reasons for opposing views. Ineffective arguments are abusive, disrespectful of others, and marked by hyperbole or factual accusations.

5. Use Existing Channels for Concerns. If concerns with a student, parent, or teacher are not resolved through direct communication with that student, parent, or teacher, the Board is available to address such concerns. The Board welcomes prompt notice of genuine concerns. If concerns with the administration are not resolved through communication with administrators, the Chair of the Governing Board is available to hear such concerns.

6. Consequences. Consequences for behavior inconsistent with this policy can range from warnings or counseling, through requiring a written apology, all the way to termination of staff employment, expulsion of students, or barring parents from school media and school grounds.

VI. UNACCEPTABLE USES

A. The following uses of the school district system and electronic communications or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:

a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;

b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

d. information or materials that could cause damage or danger of disruption to the educational process;

e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or

discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.

4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

B. If a user inadvertently accesses unacceptable materials, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district

employee, the immediate disclosure shall be to the personnel team. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the personnel team.

VII. FILTER

A. All computers equipped with Internet access and available for student use will be monitored using appropriate and available software to prohibit all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. An administrator, supervisor or other authorized personnel may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of Electronic Communications shall be consistent with school district policies and the mission of the school district.

IX. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

X. INTERNET USE AGREEMENT

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

B. All students will sign a parent student advisor contract which includes a provision for using the internet responsibly. This will be signed annually and filed in the student's' permanent record.

XI. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XII. USER NOTIFICATION

A. All users shall be notified of the school district policies relating to School Computer System use.

B. This notification shall include the following:

1. Notification that school system use is subject to compliance with school district policies.

2. Disclaimers limiting the school district's liability relative to:

a. Information stored on school district diskettes, hard drives or servers.

- b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 527, Protection and Privacy of Pupil Records.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XIII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.

4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIV. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the School Computer systems, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6701 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.17
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
United States v. American Library Association, 123 S.Ct. 2297 (2003)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

III. REPORTING GRIEVANCE PROCEDURES

A. Any student who believes he or she has been the victim of unlawful sex discrimination by school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. JGESA encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer.

B. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform a human rights officer immediately.

C. Upon receipt of a report or grievance, the human rights officer must notify the school district human rights officer immediately, without screening or investigating the report. The human rights officer may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the human rights officer shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the human rights officer. If the complaint involves a human rights officer, the complaint shall be made or filed directly with a different human rights officer or the school district human rights officer by the reporting party or complainant.

D. The school board hereby designates **Deb Hyk** as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with a human rights officer.

E. The school district shall conspicuously publish the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers in the annual parent-student handbook.

F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. Jane Goodall Environmental Sciences Academy will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, advisors, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.

E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to a human rights officer upon completion of the investigation. If the complaint involves human rights officer, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

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

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, advisor, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to

such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. DISSEMINATION OF POLICY AND EVALUATION

A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.

B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

524F TECHNOLOGY USE

Google Chromebook Rules, Regulations & Agreements:

Please read over the information below. In order to use the Google Chromebook for required class activities, you must be responsible

for adhering to these rules and policies at all times. Remember, the device is at all times property of JGESA, not your personal device.

Violation of these regulations can result in loss of the device &/or void the warranty. Thank you.

- Chromebooks are not to leave the student's assigned cabin without permission from a staff member. At no time should the device leave school grounds.
- Do not place books or other items on top of the device.
- Never leave your device unattended.
- Shutdown the device completely before leaving for the day. This should occur at the end of every school day; do not plug in the device to charge between classes or during class without staff permission.
- Only use the device that is assigned specifically to you; do not let other students use or borrow your device.

- Students should not personalize their devices in any way. This includes decals, screen savers, and downloading any software, application or short cuts that have not been explicitly allowed by the advisor (devices will be periodically checked for illicit downloads).
"Skins" or other personalizations must be specifically designed for devices, must be easily removable and must be approved by the school administration.
- Only use the device for school work.
- Follow the advisor's instructions about labeling documents prior to sharing or printing.
- If you notice that something is wrong with the device, report a staff member immediately.
- No food or drinks allowed around the devices.
- Follow all policies and school rules pertaining to the use of technology. See below.

Responsible Usage Policy (RUP)

Students must:

- Respect and protect their own privacy and the privacy of others.
 - Use only your assigned accounts.
 - Keep personal information such as: name, address, phone number, etc., offline.
 - Keep passwords secret.
 - You must have permission to photograph, videotape, and post images/videos of people to the Internet.
- Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices.
 - Conserve, protect, and share these resources with other students and Internet users.
 - JGESA is not responsible for damages to personal technologies or electronic communication devices.
 - Treat digital technologies with care, report any damages, security risks or violations immediately.
- Respect and protect the copyrighted/intellectual property of others.
 - Cite all sources appropriately.
 - Follow all copyright laws.
 - Use electronic communication devices appropriately to assure academic integrity.
- Respect and practice the principles of community.
 - Communicate only in ways that are kind, responsible, respectful and lawful.
 - Use electronic communication devices for schoolwork only.
 - JGESA email shall be used for schoolwork only.
 - Report threatening or offensive materials immediately to a staff member.

JGESA Board Approved Policy

Adopted:

Amended:

E-mail Usage

- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities.
 - Students are responsible for good behavior while using school e-mail.
 - Access to e-mail is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right.
- Access requires responsibility and may be suspended or revoked for inappropriate usage.

- Students are responsible for messages sent from their accounts.
- Students should not share their passwords.
- Students should not give out personal information over email, including home telephone numbers or home addresses.
- Students will not use email to bully, harass, or threaten other students or individuals.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors to the school's technology specialist.
- Students will not use email to send chain letters, viruses, or hoaxes to other students or staff.
- Student email accounts will be removed from the system after graduation, leaving the school district, or disciplinary actions. If necessary, JGESA, at its discretion, may close the accounts at any time.

Warranty and Insurance:

The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. While on school grounds, Chromebooks are the individual student's responsibility. Damage to the device while on school grounds will result in the student being charged for damages as outlined below. Loss of the device while on school grounds will result in the student being charged for full replacement cost (\$200.00) to purchase a new device if necessary.

Replacement/Repair Costs:

The following are estimated costs of Chromebook parts and replacements:

Estimated Costs (subject to change)

- Replacement - \$200.00
- Screen - \$90.00
- Keyboard/touchpad - \$50.00
- Case- \$25

Consequences for Violations of the Student Chromebook & Acceptable Use Policy:

Violations of these policies may result in one of the following but is not limited to these disciplinary actions:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference
- Removal of Unauthorized Files and Folders
- Restriction of The Internet Privileges
- Restriction of District-Issued Chromebook Use Privileges
- Suspension
- Expulsion
- Court Referral/Criminal Charges

JGESA Board Approved Policy

Adopted:

Amended:

Please sign below:

If a violation of the Student Chromebook & Internet Acceptable Use violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed. *If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access Internet while at school and under staff supervision.

PRINT STUDENT

NAME: _____

SIGNATURE: _____

Date: _____

PRINT PARENT NAME: _____

SIGNATURE: _____

525 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from any form of harassment including but not limited to: religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence or any type of behavior, verbal or written, which causes chronic or continual annoyance.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the school to maintain a learning and working environment that is free from harassment and violence. The school prohibits any form of religious, racial, sexual, or chronic harassment and violence.

B. It shall be a violation of this policy for any pupil or staff member to harass a pupil or staff member through conduct or communication of a sexual nature or regarding religion and race or considered a chronic annoyance as defined by this policy. (For purposes of this policy, school staff includes school board members, staff, agents, volunteers, contractors or persons subject to the supervision and control of the district.)

C. It shall be a violation of this policy for any pupils or staff members to inflict, threaten to inflict, or attempt to inflict religious, racial, sexual, or chronic violence upon any pupil or staff member.

D. The school will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, sexual, or continual/chronic harassment or violence, and to discipline or take appropriate action against any pupil or staff member who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition.

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - B. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by staff members to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition.

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- c. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition.

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- c. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition.

a. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

b. Sexual violence may include, but is not limited to:

- c. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- d. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- e. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- f. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition. Assault is:

- 1. an act done with intent to cause fear in another of immediate bodily harm or death;
- 1. the intentional infliction of or attempt to inflict bodily harm upon another; or

1. the threat to do bodily harm to another with present ability to carry out the threat.

H. Continual/ Chronic Harassment; Definition. Continual or chronic harassment is a physical, verbal, or written conduct relating to an individual which;

a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;

c. otherwise affects an individual's employment or academic opportunities.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of religious, racial, sexual or continual/ chronic harassment or violence by a pupil or staff member of the school or any person with knowledge or belief of conduct which may constitute religious, racial, sexual, or continual/ chronic harassment or violence toward a pupil or staff member should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use a report form available from the staff team, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the Board Chairperson.

B. Upon receipt of a report, the Board appointed staff member must notify the school district human rights officer immediately, without screening or investigating the report. The staff member may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable to the human rights officer. If the report was given verbally, the staff member shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the staff member. If the complaint involves the appointed staff member, the complaint shall be made or filed directly with the Board Chairperson or the school district human rights officer by the reporting party or complainant.

C. In the District. The school board here by designates a board member as the school district human rights officer(s) to receive reports or complaints of religious, racial, sexual, or continual/ chronic harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the Board Chairperson.

D. The school shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

E. Submission of a good faith complaint or report of religious, racial, sexual, or continual/ chronic harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

F. Use of formal reporting forms is not mandatory.

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

V. INVESTIGATION

A. By authority of the school, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by staff members or by a third party designated by the school.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school may take immediate steps, at its discretion, to protect the complainant, pupils, or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

E. The investigation will be completed as soon as practicable. The school human rights officer shall make a written report to the Boards Chairperson upon completion of the investigation. If the complaint involves the Board Chairperson, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL ACTION

A. Upon receipt of a report, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of Minnesota and federal law and school policies.

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

VII. REPRISAL

The school will discipline or take appropriate action against any pupil or other school personnel who retaliates against any person who reports alleged religious, racial, sexual, or continual/ chronic harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

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

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout school building in areas accessible to pupils and staff members.

B. This policy shall appear in the student handbook.

C. The school district will develop a method of discussing this policy with students and staff members.

D. This policy shall be reviewed at least annually for compliance with state and federal law.

E. A copy of this policy will be submitted to the commissioner.

F. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.

Legal References: Minn. Stat. §127.46 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
Minn. Stat. §626.556 et seq. (Reporting of Maltreatment of Minors)
Minn. Stat. §121A.03 (Model Policy, Submission to the commissioner)

526 HAZING PROHIBITION POLICY

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

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in the school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

This policy governs student or staff hazing. This policy applies to behavior that occurs on or off school property, during and outside school hours. This policy applies to verbal, physical actions and electronic communication.

Any person who believes he or she has been a victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an advisor, who is the appropriate school district official designated by this policy.

Upon receipt of a complaint or report of hazing, JGESA shall investigate the report and take proper action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

Jane Goodall Environmental Sciences Academy will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or any other employee who retaliates against any person who makes a report of alleged hazing or testifies, assists or participates in an investigation or hearing related to such hazing.

Legal References: Minn. Stat. §121A.69 (Hazing)

527 STUDENT USE AND PARKING OF MOTOR VEHICLE; PATROLS, INSPECTIONS AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus(es) during the school day only if there is an emergency and permission has been granted to the student by a high school administrator to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus(es.)

V. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in other designated areas, e.g. parking lots designated for use only by staff or by the general public.

B. When there are unauthorized vehicles parked on school district property, school official may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections.

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle.

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures.

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches and/or seizures as provided by this policy.

D. Seizure of Contraband.

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The Administrative Designee is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References:

U.S. Const., amend.

IV Minn. Const., art.

I, §10

Minn. Stat. § 123B.02, Stubs. 1 and 5 (General Powers of Independent School Districts) New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Cross Reference:

Policy 417 (Chemical Use/Abuse)

Policy 418 (Drug-Free Workplace/Drug-Free

School) Policy 501 (School Weapons)

Policy 502 (Search of Student Lockers, Desks, Personal Possessions and Student's Person) Policy 506 (Student Discipline)

Policy 712 (Video Surveillance Other Than on Buses)

528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota

Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.

B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.

C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.

E. It is the responsibility of every school district employee to comply with this Policy.

F. The school board has designated Ms. Katie Zehowski, 8008 83 rd Street NW Maple Lake, MN 55313, 952-649-0987, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the JGESA Board Approved Policy

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Amended:

Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 – Student Sex Nondiscrimination.

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972) 34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References:

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

529 POLICY ON STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

I. PURPOSE

This policy addresses staff notification of violent behavior by students. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior in order to serve the student and protect students and staff members. The policy incorporates a written notice to assure that appropriate data are made available to school staff members and to guarantee an accurate record of the data provided.

Development of this policy was required by the 2003 Legislature (See 2003 Session Laws, Special Session Chapter 9, Article 2, §53) and helps districts comply with Minn. Stat. §§121A.64 and 121A.75.

Data about students are governed by both state and federal law, Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C §1232g (Family Educational Rights and Privacy Act or FERPA). More detailed information on school district practice and policy regarding student records and data can be found in the school district's Data Practices Policy (Protection and Privacy of Pupil Records Policy) and approved Records Retention Schedule.

II. DEFINITIONS

For purposes of this Policy on Staff Notification of Violent Behavior by Students (Policy) and the model notification form, terms have the meaning given them.

A. Director

Director means the person or persons responsible for performing the school district's obligations under this Policy.

B. Staff

Staff means the instructional personnel responsible for the course or room to which a student is assigned at any given time.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence have occurred as follows:

a. Violent behavior that occurs prior to January 1 of a given school year will be considered to give rise to notice requirements under this Policy for that school year and the following school year.

b. Violent behavior that occurs on or after January 1 of a given school year will be considered to give rise to notice requirements under this Policy for that school year and the two following school years.

2. If a student has an incident of violence within these time frames, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

Incident(s) of violence means willful conduct in which a student has threatened or caused physical injury to person(s) or significant damage to property, regardless of whether related to a disability or whether discipline was imposed. This does not include injury or damage that is accidental or is the result of negligence. An incident of violence includes an incident described in notices received from either law enforcement or the juvenile courts.

E. Legitimate Educational Interest

For purposes of federal and state law, a school staff member is determined to have a legitimate educational interest in data related to a history of violent behavior if the data requested are:

1. Necessary for that school staff member to perform appropriate tasks that are specified in his or her position description or by a contract agreement;
2. Used solely within the context of school business and not for purposes extraneous to the school staff member's areas of responsibility or to the school;
3. Relevant to the accomplishment of a job-related task or to a determination about the student; and

1. Consistent with the purposes for which the data are maintained.

F. School Staff Member

School Staff Member includes:

1. A person licensed by the State and appointed by the school board to an administrative, supervisory, instructional or other professional position such as a principal, teacher, counselor or school psychologist;

2. A person employed by or under contract to the school board to perform a special

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task such as paraprofessional, school bus driver, secretary, clerk, occupational therapist, or the school board attorney for the period of his or her performance as an employee or contractor; and

3. A substitute for persons listed above for the period of his or her performance as substitute.

III. STAFF NOTIFICATION

A. Recipients of Notice

Each staff member of a student with a history of violent behavior (see Section II. C., above), will receive written notification from the Director prior to placement of the student in the teacher's classroom. In addition, the Director will give notice to other school staff members who have a legitimate educational interest, as defined in this policy, in the data.

B. Determination of Who Receives Notice

Detailed determination of which school staff members have a legitimate educational interest will be made by (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this detailed determination, the Responsible Authority will provide guidance to whomever determines what data will be shared.

A school staff member who receives notice under this policy may provide notice to someone substituting for him or her or for another staff member who has received notice.

C. Form of Written Notice

The notice given to school staff members must be in writing and must include the following:

1. Name of the student;
1. Date of notice;
3. The history of violent behavior as defined in Section II of this Policy; and
4. Reminder of the private nature of the data provided.

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If appropriate, the notice will also include any or all of the following:

1. Explanation of what occurred in each incident of violent behavior if known, specifically including any mitigating factors;

1. Types of situations that might trigger violent behavior by the student, if known;

1. Successful strategies or interventions, if known; and

1. Documents that the staff member may review to assist understanding of the student (e.g. IEP or § 504 plan).

D. Record of Notice

The Director must keep a copy of the notice or other documentation to provide a record of those school staff members notified under this section. Retention of the written notice provided to school staff members is governed by the approved Records Retention Schedule.

E. Law Enforcement Reports

The administration must immediately forward to appropriate school staff members those notice related to an incident of violent behavior received from law enforcement pursuant to Minn. Stat. §121A.75. The law enforcement notice must be followed by the formal written notice set forth above within a reasonable time, not to exceed ten

business days. All other notices received from law enforcement pursuant to Minn. Stat. §121A.75 must be disseminated as required by that section. Retention of the law enforcement notice is governed by Minn. Stat. §121A.75, subd. 2(e).

F. Model Notice

A model form for School Staff Member Notification is attached as Appendix I.

IV. NOTICE TO OTHER SCHOOL DISTRICTS

When transferring records of a student with a history of violent behavior, administration must send to an enrolling school district, charter school or alternative education program all student records, including all data about the student's history of violent behavior, consistent with this Policy. Transferring the records is not a violation of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g or the Minnesota Government Data Practices Act, Minn. Stat. Ch.

13, provided the annual FERPA parental notice requirements are met. These written records within the student's file are educational records and are to be transmitted to an enrolling school district, as set forth in Minn. Stat. §120A.22, subd. 7.

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V. PARENTAL NOTICE

The administration will notify parents that it gives classroom teachers and other school staff members notice about students' history of violent behavior. This will be included as part of the Annual Notice of Rights required by FERPA and shall be provided to a parent/guardian at the time a Notice about the student's violent behavior under this Policy is first provided or if it is changed. In addition, the administration will notify parents that this Notice is an educational record and will be transferred to an enrolling school district.

Parents will be given notice that they have the right to review and challenge records or data, (including the data documenting the history of violent behavior), under both state and federal law as set forth in the school district Data Practices Policy.

VI. TRAINING NEEDS

Pursuant to Minn. Stat. § 121A.64, representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References:

Minn. Stat. § 120A.22, subd. 7 (Education Records)
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules implementing FERPA)
Minn. Stat. §13.04, subd. 4 (Process for challenging data under state law)
34 C.F.R. §§99.20 – 99.22 (Process for challenging data under federal law)

531 THE PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

Cross References:

532 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, "school districts," shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The school district will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans may be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Emergency Planning and Procedures

Guide for Schools to assist in the development of building-specific crisis management plans. Finally, all general crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- **Lock-Down Procedures.** Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

3. School Emergency Response Teams

a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility

for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members, which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

- **b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.**

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.

5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.

8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be available in the office of the building administrator and in other appropriate areas and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel. For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on

file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings.

It shall be the responsibility of the building administrator to inform students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative 806-7 to the release of private data when conveying information to the media.

H. Grief-Counseling Procedures

Grief-counseling procedures will set forth the procedure for initiating grief-counseling plans. The procedures will utilize available resources including the school psychologist, counselor, community grief counselors, or others in the community. Grief-counseling

procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The grief-counseling procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.

2. Designate specific rooms as private counseling areas.

3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.

4. Prohibit media from interviewing or questioning students or staff.

5. Provide follow-up services to students and staff who receive counseling.

- *6. Resume normal school routines as soon as possible.*

IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- *Fire*
- *Hazardous Materials*
- *Severe Weather*
- *Medical Emergency*
- *Fight/Disturbance*
- *Assault*
- *Intruder*
- *Weapons*
- *Shooting*
- *Hostage*
- *Bomb Threat*
- *Chemical or Biological Threat*
- *Checklist for Telephone Threats*
- *Demonstration*
- *Suicide*
- *Lock-down Procedures*
- *Shelter-in-place procedures*
- *Evacuation/Relocation*
- *Media Procedures*
- *Post-Crisis Procedures*
- *School Emergency Response Teams*
- *Emergency Phone Numbers*
- *Highly Contagious Serious Illness*

M. Checklist for Telephone Threats

N. Demonstration

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a ten (10) mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References: 42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

Minn. Stat. Ch. 12 (Emergency Management)

Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)

Minn. Stat. § 121A.035 (Crisis Management Policy)

Minn. Stat. § 299F.30 (Fire Drill in School)

Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Minn. Rules Part 7510 (Fire Safety)

Title IX, Part E, Subpart 2, Section 9532 (No Child Left Behind)

20 U.S.C. § 7912 (Unsafe School Choice Option)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)

MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites) 806-10

533 WELLNESS

I. PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects students' health, well being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.

B. The school environment should promote and protect students' health, well being, and ability to learn by encouraging healthy eating and physical activity.

C. The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.

D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.

E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. GUIDELINES

A. Foods and Beverages

1. All foods and beverages made available on campus (including concessions and a la carte cafeteria items) will be consistent with the current USDA Dietary Guidelines for Americans.

2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.

3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.

4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

5. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.

7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.

2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.

3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Nutrition Education and Promotion

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:

a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;

b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and

c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.

2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.

3. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

D. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;

2. Opportunities for physical activity may be incorporated into other subject lessons, where appropriate; and

3. Classroom teachers may provide short physical activity breaks between lessons or classes, as appropriate.

E. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.

2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.

3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. IMPLEMENTATION AND MONITORING

A. After approval by the school board, the wellness policy will be implemented throughout the school district.

B. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.

C. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.

D. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.

Legal References: 42 U.S.C. § 1751 et seq. (Richard B. Russell National School Lunch Act)

42 U.S.C. § 1771 et seq. (Child Nutrition Act of 1966)

P.L. 108-265 (2004) § 204 (Local Wellness Policy)

7 U.S.C. § 5341 (Establishment of Dietary Guidelines)

7 C.F.R. § 210.10 (School Lunch Program Regulations)

7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources:

Minnesota Department of Education, www.education.state.mn.us

Minnesota Department of Health, www.health.state.mn.us

County Health Departments

Action for Healthy Kids Minnesota, www.actionforhealthykids.org and

www.actionforhealthykids.org/filelib/toolsforteam/recom/MN-Healthy%20Foods%20for%20Kids%208-2004.pdf