

**Maple Lake High School
Parent Handbook
2016-2017**



ACTIVITY REGULATIONS

All co-curricular and extra-curricular activities use the High School league rules as guidelines. Any tobacco/alcohol/drug activity or illegal activity results in a minimum two week suspension from all school sponsored activities. For specific rules, see activity advisor.

ADVANCE MAKE-UP SLIPS

If a student is going to be absent for any reason, including field trips, they are to get an advance make-up slip from the High School Office. This should be taken to each of the teachers for the assignments.

ANNOUNCEMENT LINE

You can now call 963-4005 for recorded school announcements that are updated daily.

AREA LEARNING CENTER

This alternate high school education program serves students who are having academic difficulty in their regular high school and/or students who have dropped out of their high school. Students may attend the Learning Center during the day or evening. Academic subjects are offered, as are vocational courses. Students must apply through their high school counselor and must meet the criteria of a learner at risk to qualify for the program. Applications are reviewed by the student's high school committee and, upon acceptance; the student will pursue his/her high school education at the Learning Center. Upon successful completion of the courses, the student will be awarded a diploma by the home high school.

ATTENDANCE POLICY

Members of the school board, administration and faculty of Maple Lake High School believe that regular school attendance and class participation is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

- (1) A parent or guardian must notify the school when a student will be absent via phone or send a signed note indicating the reason for the absence. Failure to provide a reason by the parent(s) for the absence within three days of the absence will result in the absence being entered as unexcused. (See consequences for unexcused.)
- (2) The student is to report to the General Office for a pass to class upon his/her return to school. The student is responsible for making up all work missed while he/she is absent according to teacher policy. Any work not completed within the time period may result in "no credit" for the missed assignments.
- (3) Before a student leaves the building during the school day, he/she must get a permit from the office. Students are to take care of this before school when possible. Unless permission is expressly granted and the student receives a permit, it will be considered an unexcused absence.
- (4) A student is permitted, with consent from parents or guardians, not more than five absences from any class during a quarter. Upon reaching the sixth absence, the student may fail that class for the quarter depending on the decision of a review committee. School initiated or sponsored activities and religious release are exempt from and will not be counted toward the total of five absences. Extenuating circumstances may be given consideration by a review committee consisting of representatives from the school board and administration.

(5) Excused absences as dictated by state statute will be granted for the following reasons:

- Illness of the student.*
- Serious illness in the student's immediate family.
- A death in the student's family or of a close relative or friend.
- Official school field trip or other school sponsored outing.
- Required court appearance
- Emergency dental or doctor appointments when excused in advance. Every effort should be made to schedule appointments when students are not in a class. Appointment cards and/or a doctor's note may be required for verification of the appointment.
- Written permit and behind-the-wheel road tests for driver's education.
- Student absence when accompanied by a parent.
- Religious release time.
- Physical emergency conditions such as fire, flood, storm, etc.
- Removal of a student such as suspensions.
- Inclement weather in which parents believe it is too dangerous to send their child to school.

* If 5 or more excused absences for illness occur per monthly review or 12 excused absences for illness within a school year occur, a letter will be sent providing notification that attendance is being monitored. After 15 absences for illness in a school year, a doctor's note or a *Medical Excuse for Attendance Monitoring* form may be required for the remainder of the school year. Failure to provide a requested note will result in the absence being marked unexcused.

(6) Students absent due to extended injury, illness or pregnancy will, upon request of the parent/guardian, be placed on homebound instruction upon a medical doctor's recommendation. Absences incurred while a student is on homebound instruction do not count toward the six absences which lead to class failure.

(7) Extended Family Trips - When parents make the decision to take their student/students out of school for an extended trip, they must also share the responsibility to help their student/students complete their school work. Upon parents' request, a written contract for each of the student's classes will be developed by the instructor based upon the same or equivalent amount of work as students in school. Included in the contract will be all work to be completed for the time missed and how the student may earn credit for the work missed. The contract will be signed by the teacher, student and parent with a copy filed in the principal's office. Students will be allowed the same amount of time at the end of the quarter to complete the class requirements as students who remained in school (five school days) or five school days after returning to school if they return after the end of a quarter. At the end of this time, the student's work completed and turned in to the instructor will be evaluated and used to determine the student's grade.

(8) Unexcused absences are granted for absences which could have been avoided or delayed and which prior arrangements and/or approval have not been made through the principal's office. This absence indicates that the student had been absent from school with or without the consent of the parents but the excuse presented by the parents is not acceptable to school authorities. The following are examples of absences which will not be excused: any absence in which a valid reason is not provided by parents, transportation problems (other than by school district provided transportation), oversleeping, personal errands, work due to emergency except under school sponsored work release or prearranged with school, visitations to schools or colleges unless arranged through the counselor's office, absences resulting from cumulated unexcused tardies and any other absence not included under the attendance

procedures set out in this policy. All unexcused absences must be made up. Failure to make up the time within one week will result in further detention and/or suspension.

CONSEQUENCES OF UNEXCUSED ABSENCES:

The first time a student receives an unexcused absence from school he/she will be given an equal amount of in-school suspension (ISS) time.

The second time a student receives an unexcused absence from school he/she will attend wRight Choice for one full day.

The third time a student receives an unexcused absence from school he/she will attend wRight Choice for three full days and a referral letter will be sent to Wright County Human Services. This letter is required by MN State Statute 120A.22. Screening with Truancy Social Workers occurs to determine an appropriate plan of action. An attendance letter outlining the actions taken by the school and possible future actions will be mailed to the student's parents.

The fourth time a student receives an unexcused absence from school he/she will attend wRight Choice for five full days and an updated referral will be sent to Wright County Human Services. An attendance letter outlining the actions taken by the school and possible future actions will be mailed to the student's parents.

Subsequent offenses: The student may be subject to expulsion and/or referral to the county attorney's office.

After two cumulative unexcused absences in a semester, a student's grade may be reduced one increment for each unexcused absence. After five unexcused absences in a semester, the student may lose credit for the class or classes. However, prior to reducing the grade or credit(s), an administrative conference will be scheduled between principal, student and parent.

(9) Tardiness - Students absent from class for twenty minutes or more will be considered absent.

A. Tardy to School or WTC - Administrator Responsibility. Students who are tardy or absent from school must report to the General Office with an excuse from the parent or guardian for a pass to class. Only those reasons listed for excused absences will be accepted. Students who fail to report to the General Office and/or fail to have an excuse when late will automatically receive an unexcused absence. Failure to make up the time within one week will result in further detention and/or suspension.

Consequences for being tardy to school:

A warning is given for the initial time a student is late to school up to and including ten minutes. After the initial warning, or if a student is more than 10 minutes late to school the steps below will be followed:

The **first** time a student is tardy to school he/she will be given make-up time. A student 1-10 minutes late to school will be given 10 minutes of make-up time, 11-20 minutes late to school will be given 20 minutes of make-up time, more than 20 minutes late to school will be given an equal amount of make-up time to the amount of time tardy.

The **second** time a student is tardy to school he/she will be given make-up time based on the times listed above, plus one general detention.

The **third** time a student is tardy to school he/she will be given one half day of in-school suspension (ISS).

The **fourth** time a student is tardy to school he/she will be given one full day of in-school suspension (ISS).

The **fifth** time a student is tardy to school he/she will be sent to wRight Choice for one full day.

The **sixth** time a student is tardy to school he/she will be sent to wRight Choice for three full days and a referral will be made to Wright County Human Services for possible truancy intervention.

Subsequence offenses: The student may be subject to wRight Choice, and/or referral to the County Attorney's Office, and/or additional actions determined by administration.

The number of unexcused tardies is per semester and will reset at the semester break.

B. Tardy to Class - Teacher Responsibility. Students who are tardy to class must have a pass from a faculty member or the office staff excusing their tardiness. Students who are late to class and do not have an excused pass will receive an unexcused tardy. Teachers will record the tardiness and fill out the General Detention Form.

The first time a student receives an unexcused tardiness from a class, he/she will be given a detention warning.

The second time a student receives an unexcused tardiness from a class, he/she will be given one detention.

The third time a student receives an unexcused tardiness from a class, he/she will be given two detentions.

The fourth and all subsequent times a student receives an unexcused tardiness from class, he/she will receive a class suspension. The number of unexcused tardies is per nine week period from the day the first one is received.

(10) Attendance policies regarding students participating in extra-curricular activities: (See 'Illness on Day of Extra-Curricular Activity' in Student Handbook) Students not attending school may not participate in school sponsored work programs.

(11) Non-Wright Technical Center Days – On days in which Maple Lake High School has classes and Wright Technical Center does not, students who are not in good standing academically or behaviorally will be required to stay at MLHS during normal WTC time.

BACKGROUND CHECKS

Maple Lake Schools requires employees and coaches to submit to a background check pursuant to Minnesota statute 123B.03. Please consult I.S.D. #881 Policy #404 for details.

BOOK FEES

Due to the high price of textbooks, students are asked to cover their books using the free covers in the office, paper bags, or other paper. Stretch covers bend the corners of the books and are therefore not allowed. Textbooks are very expensive to replace. Students are asked to take care of all of their textbooks or a fee may result.

BUS BEHAVIOR

Many of the students attending the public schools in the Maple Lake District are transported by school bus. All of the students, kindergarten through grade twelve, ride together. It is not always the best arrangement to have five year olds and high school seniors riding together and problems do arise occasionally. The bus drivers are charged with the responsibility of delivering the students to and from school safely and are given the authority to deal with behavior problems much the same as a teacher.

We request and urge students to cooperate with the bus drivers and to respect the rights and privileges of all

of the other passengers. Parents should stress the importance of being prompt in the morning and encourage their youngsters to set a good example on the bus. The senior high student will set the tone on the bus and can be of great help to the driver. Rules were mailed to each household at beginning of school year.

BUS RIDER RULES

Students should be on time at designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. While on the bus, students should keep hands and heads inside the bus at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horse play is not permitted on the bus.

- Bus riders should never tamper with the bus.
- Do not leave books, lunches or other articles on the bus.
- Do not throw anything out of the window.
- Bus riders are not permitted to leave their seats while the bus is in motion
- Bus riders are expected to be courteous to fellow pupils and to the bus driver
- Be absolutely quiet when approaching a railroad crossing.

Breaking of bus rules will result in the denial to transportation privileges upon notification of the parent/guardian.

CELL PHONES

Students may not use cell phones during class periods unless teacher permission is granted to use the device for educational purposes. If a student is using a cell phone during the class period, or the phone rings, he/she will be asked to give it to the teacher. The teacher will submit it to the office. The first time this occurs the phone will be returned to the student at the end of the day. The second and subsequent times an incident occurs the phone will be returned to the student's parents. Failure to surrender the phone to the teacher will result in suspension. The first and second violation of the cell phone policy will result in paperwork being completed by the student and the phone being returned to the student at the end of the school day. The third violation will result in arrangements for checking the phone in and out at the high school office at the beginning and end of the school day. Students should not use the phone during passing times to place or receive calls without teacher/office permission. We do not want students standing at lockers or at lunch talking on phones. If a student wishes to use the phone during the day for parent contact, he/she should contact the office for permission. If parents are texting students, please be aware that your child may not receive it until passing time. Students should be sure to inform staff and ask for permission if you are placing a call. Videotaping or taking photographs of students and staff at Maple Lake High School without their written permission is prohibited unless they are part of an official school production. Consequences for violating this rule may include a 1-10 day suspension from school. No time will be invested into retrieving lost/stolen cell phones at school.

CLOSING OF SCHOOL OR EARLY RELEASE

Notices regarding school closings due to inclement weather or emergencies will be sent out via SchoolMessenger. SchoolMessenger is our free home, email and text notification system which allows us to notify households instantaneously of weather related closings and emergencies. Please contact the High School office if you are not signed up to receive this service. Notices will also be posted on local radio and television stations.

COUNSELING SERVICES

A counselor is available to help your child make educational decisions concerning their academic needs and goals in regard to classes taken and graduation credit completion. If your child is having difficulty and you would like some information, the counselor may be contacted.

DETENTION

When a student receives his/her notification of detention, a date to attend will be listed. If there is a con-

flict, see the teacher, Student-Parent-Teacher Liaison, or High School Principal to make arrangements. If a student skips detention, double detention will be given. The second time a detention is skipped, the student will incur additional consequences which may include limited access to halls and school activities, in-school suspension, or wRight Choice.

DRESS CODE

This policy encourages students to dress appropriately for school activities and in keeping with community standards. Any appearance that causes undue attention when it detracts from the educational program of the school will not be allowed. In accordance with state mandates, the school is to be a "zero-tolerance zone" in the areas of harassment, violence, and alcohol/drug usage. In real life this means we must carefully monitor the message being tolerated in the school.

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

1. short shorts, short skirts, skimpy tank tops, tops that expose the midriff and cleavage,
2. apparel that is overly tight fitting and/or is too see through or too sheer,
3. apparel that allows underwear to show,
4. clothing that bears a message which is lewd, obscene, or vulgar, apparel which promotes activities that are illegal for use by minors, objectionable emblems, signs, words, objects or pictures communicating a message that is racist, sexist, or otherwise derogatory to a group or which implies/suggests gang membership,
5. apparel or footwear that would damage school property including chains worn as decoration,
6. backpacks, bandannas hanging from pockets, and headphones (during school hours),
7. Hats (any head covering) are not allowed to be worn in the building except with the approval of administration (i.e., medical situation.).

Students will be asked to change their attire or remain in the office for the duration of the school day. Students choosing to go home to change will be assigned make-up time for actual time missed. Failure to change will result in in-school suspension. The second and any subsequent occurrence may result in the student(s) being placed in in-school suspension.

Shorts, skirts, and dresses should be to the mid thigh in length.

Exceptions to the dress code may be allowed for special occasions such as Homecoming, Snocoming, etc. For these occasions, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

DRIVERS EDUCATION GUIDELINES

Classroom training is done through Community Education. Students are notified in school when a class will take place. They are registered when they have paid for the class. Upon completion of the 30 hours, students must sign up for behind the wheel prior to receiving their blue card allowing them to take their permit test. If a student is going to take behind the wheel training from another source, a letter certifying their 30 hours will be issued from the school and that program will issue the blue card. Behind the wheel training must be paid for in the high school office. Due to increased fuel costs, the costs for driving lessons may change. Check high school office for details.

ELECTRONIC DEVICES

Radios, CD players, iPods, MP3 players, Game Boys, etc. are not allowed to be used during the school day. Laptops, tablet devices, iPods, etc., may not be used during the school day unless teacher permission is granted to use the item for educational purposes. If they are seen being used during the day, they will be con-

fiscated and returned to the student in accordance with the cell phone policy. No time will be invested into retrieving lost/stolen electronic devices of this kind at school.

ELIGIBILITY INFORMATION FOR MAPLE LAKE HIGH SCHOOL ACTIVITIES SPONSORED BY THE MINNESOTA STATE HIGH SCHOOL LEAGUE

Student eligibility is based on academic success as well as a commitment of the participants to follow the high school league behavior rules. To be eligible to participate, students must receive passing grades in all classes.

1. Any student receiving one or more failing grades at mid-quarter or quarter break is ineligible for a mini-mum of two weeks or 2 events whichever is longer.
2. At the end of the second week the student will submit an "eligibility slip" and every week thereafter, until the next set of grades is issued verifying eligibility. Eligibility slips are due by noon the last day of the academic week in order to be able to compete the following week. (Also, slips can be submitted earlier in the week)
 - A) Students that submit slips with passing grades from all teachers are allowed to play the next week.
 - B) Students still failing continue to be ineligible. Students who do not submit slips on time are also ineligible.
 - C) After the initial first week, grades are checked weekly placing the emphasis on sustaining academic improvement. If the student is not passing for the week, he/she becomes ineligible for that week until an 'all passing' slip is submitted.
3. Students can move from eligible to ineligible on a weekly basis between mid-quarter and the end of the quarter as well as between quarter-end to the next mid-quarter, depending upon their weekly grade progress (2-3 week span).

If you have any questions about the above rule, see Mr. Schroeder.

EMERGENCY EVACUATION OR LOCK DOWN PLAN

In case of an emergency that would make it necessary to evacuate the area or go to lockdown status, a plan has been developed. In the event it is necessary to evacuate, we ask for your assistance and cooperation. The Crisis Management plan will be followed. Consult any high school staff for details.

FEE SCHEDULE

A fee schedule for participation in extra-curricular activities does exist. The following fees have been established.

Class I Activities: JH Speech, Extracurricular 3 Act Play, and 7th and 8th grade athletic activities are \$80 per activity. There is a yearly maximum of \$200 per participant.

Class II Activities: Mock Trial, Speech, Knowledge Bowl, 1 Act Play, and all 9th-12th grade athletics are \$105 per activity. There is a yearly maximum of \$263 per participant.

The family maximum fee for students in Class I and Class II activities is \$450 per year.

Summer marching band fees are separate from Class I and Class II activities and do not go towards the maximum fee caps. Reduction in fees is available for those that qualify for free or reduced lunches. See the Ath-

letic Director, or your coach/advisor for more information.

FOOD/TREAT POLICY

Due to government regulations, a Wellness policy has been developed for the district. More healthy choices are offered in our vending machines. Students bringing food to share must bring store packaged or bakery prepared items. The Wellness Policy can be viewed on our website at: www.maplelake.k12.mn.us.

GAMES, ADMISSION TICKETS

Tickets prices for the 2016-2017 season are \$6 for adults, \$4 for senior citizens and \$3 for students. Tickets prices for tournaments are usually higher and announcements will be made accordingly. Season passes or multiple use tickets may be purchased from the Athletic Department. A pass is good for 15 games and will sell for \$60 for adults, and \$30 for students and senior citizens (\$125 family pass fall/spring). Passes will be available at the gate. Whenever students are to be admitted free to these events, arrangements will be made with the instructor or advisor and proper identification will be required.

In all cases, the Maple Lake High School and all other schools on our activity schedule reserve the right to refuse to admit any spectator or request spectators to leave without refunding admission.

Football games at the High School field - All spectators are to be seated in the bleachers.

Students are not allowed the freedom to run and play. Students will not be allowed to bring footballs or any type of ball to the game. Students are expected to watch the game, show good sportsmanship, follow school rules and support the Irish Football Team. Admission will be charged through 3rd quarter. If students leave the fenced in area during the football game they will be charged a second admission to reenter.

GRADING PROCEDURES AND POLICIES

All report cards will be marked using one of the following letters: A, B, C, D, F, P (pass), I (incomplete), W (withdrawal), or X (not enrolled).

A mark of I (incomplete) may turn to an F (failure) at the end of five school days after the grading period unless special arrangements have been made by the instructor through the office.

Each junior high course failed must be made up the next year unless one of the following alternatives is met:

1. Attendance/completion of credit through summer school if offered by the district (summer school may or may not be offered based on financial status of district, number of students available, financial support of state, etc.).
2. Attendance/completion of credit through summer school in another district at the expense of parents or student (no cost to Maple Lake district)

Junior High students who fail four year long courses or the equivalent will repeat that grade the following year and do not have the summer school option.

The above policy may be waived in exceptional situations by a review committee comprised of the High School Principal, the High School Counselor and the Instructor of the course failed.

All students should have been informed of their teacher's grading policies and procedures during the first week of school.

Summer School

The following criteria are followed for summer school:

Jr. High School - Grades 7, 8, 9

Courses being repeated:

Year credit (4 qtr. cr.) - 60 hours

Sem. credit (2 qtr. cr.) - 30 hours

Courses not previously taken:

Year credit (4 qtr. cr.) - 90 hours

Sem. credit (2 qtr. cr.) - 45 hours

Sr. High School - Grades 10, 11, 12

All courses:

Year credit (4 qtr. cr.) - 120 hours

Sem. credit (2 qtr. cr.) - 60 hours

GRADUATION REQUIREMENTS

- Meet state testing requirements as set forth by the Minnesota Department of Education.
- Documentation of enrollment of 48 semester classes and successful completion of 45 semester courses as detailed in the Career Planning Portfolio during grades 9-12 and as follows:

ENGLISH (8semester credits)

2 English 9

6 English in grades 10-12

SOCIAL (8 semester credits)

2 Civics 9

2 U.S. History 10 Part 1 & U.S. History 10, Part 2 2 World History & Sociology/Psychology 11

2 U.S. Politics/Economics 12

1 Social Studies elective (Optional)

HEALTH (1 semester credit)

FITNESS (1 semester credit)

SCIENCE (6 semester credits)

MATH (6 semester credits)

ARTS (2 semester credits)

OTHER CLASSES TO COMPLETE THE CONTENT AREAS: 16 semesters

Home School Communication

Studies have shown that the most effective means of high school parent involvement is two-way communication between home and school. A list of communication opportunities available to you:

- Visit your school.
- Call us! The phone is always a great communication tool. All teachers have voice mail, so that a message may be left at any time. Your call is welcomed. Parents are encouraged to call staff, call the school office to be connected with your child's teacher. To email, use staff member's last name followed by initial of first name followed by @maplelake.k12.mn.us or go to our website and access from that site.
- Teacher web pages
- Reports/Course Warnings

1. Mid-quarter reports will be sent out for all students.

2. A parent may request a follow-up verbal or written report before the quarter is over.

3. A student whose grade drops into the D- / F range after mid-quarter may be notified

ILLNESS

A student who becomes ill during the school day should report to the health aide's office after receiving a pass from his/her classroom teacher. Under no condition should the student leave the building without notifying the office. If the student is too ill to be in class, he/she will be sent home, after a parent/guardian is contacted by the health office. Students **should not** contact parents requesting to go home without the approval of the health office. The following policy on administration of medication in schools was approved by the Maple Lake School Board. Medication will be given only under the following conditions:

1. Medication will be given after receiving a written physician's order and Parent/Guardian authorization for prescription medication and after parent/guardian authorization for over-the-counter medication.
2. Medication must be brought to school in an appropriately labeled container:
 - a. **Prescription** medication must be brought to the school in a prescription bottle as issued by a pharmacist (Duplicate bottles can be obtained from the pharmacist upon request.). The label on the bottle must match the physician's orders. If the pills need to be cut in half, the medication must be brought to school already cut by the pharmacist or parent.
 - b. **Over-the-counter** medication must be brought in the original, sealed, purchased container with the child's name written on it.
3. Medications not taken orally, or which have the potential of dangerous side effects, will only be administered by a Registered Nurse.
4. All medication must be stored in the Health Office to be administered by Health Office personnel, under the supervision of the School Nurse.

ILLNESS ON DAY OF EXTRA-CURRICULAR ACTIVITY

Students may not participate in an extra-curricular activity if they were absent from school due to illness or injury on the day of the activity. To be eligible for an evening activity, students who were ill or injured must be in school by 12:00 PM for their afternoon classes. Students who have an unexcused absence for part of the day or who have been suspended may not participate.

INCOMPLETES

If there is a mark of "I" in any quarter, a final mark cannot be figured until the required work is made up. Credit for that grading period cannot be granted until the work is completed. Incompletes will count against a student for Honor Roll calculations until the incomplete work has been completed. A mark of I (incomplete) may turn to an F (failure) at the end of five school days after the grading period unless special arrangements have been made by the instructor through the office.

INJURIES – ACCIDENT INSURANCE

Any student who is injured in school or while participating in a school sponsored activity should be sure to let his/her teacher, coach or supervisor and principal know about the injury. The school district is not liable for any injuries.

We wish to emphasize that the school district does not provide any type of health or accident insurance for injuries incurred by students at school. We encourage parents to review their present policies to determine if coverage is adequate.

LATE START

On the second Tuesday of each month, school will begin at 10:10 a.m. Students should not report until

10:00 a.m. The doors will be locked prior to that time. This time each month will be used as curriculum development in-service time.

LOCKERS

Each student will be assigned a locker with a combination lock. Under no circumstances is a student to open any locker not assigned to him/her. Do not give your combination to anyone. **If you have a valuable item, especially money, please leave it in the office for safe keeping.** Books and personal items may be kept in the locker but students are discouraged from leaving money or other valuables in lockers. **The lockers are the property of the school district and may be inspected by school officials at any time for any reason, without notice, without student consent and without a search warrant. The personal possessions and/or a student's person may be searched when school authorities have a reasonable suspicion that the search will uncover a violation of law or school rules. A second person will be present when a student search is conducted.** Students whose personal possessions have been searched will be notified of the search unless disclosure would impede an ongoing investigation. Students caught writing on or damaging lockers will be assessed an appropriate fine to offset the cost of cleaning or repairing the locker. The school is not responsible for items taken from lockers and/or the locker room.

Students may not switch lockers without notifying the general office. Failure to do so could result in the student no longer being allowed to use a locker. Misuse of lockers, sharing other students' combinations or entering someone else's locker without permission may result in the loss of a locker.

LOST AND FOUND ARTICLES

Articles found by students, teachers, etc., are to be turned into the General Office. If a student loses something, it should be reported to the office. Students should not carry large sums of money or other valuable items to school. **The school is not responsible for items taken from lockers and/or the locker room.**

LUNCH POLICIES

Lunch prices are \$2.45 for elementary students, \$2.65 for high school students and \$3.55 for adults. Extra milk may be purchased for \$.45 per carton. An extra entrée may be purchased for \$2. The adult price will be charged for a second meal purchased. A la carte items may be purchased on a cash basis after the regular lunch is served or charged to lunch account up to amount specified by parents. Breakfast is available for \$1.50 for students and \$2.05 for adults. Students who qualify for free or reduced meals will receive breakfast and lunch at no charge.

The computerized lunch ticket program allows students to deposit an amount of money into a family account for the purchase of lunches or milk. Parents may send an amount to the lunch fund through the mail, their student(s), or by using a credit card via the online service (see lunch letter). Each student will be allowed to charge two meals. If additional meals are charged consequences will occur. Students approved for free and reduced meals will receive school meals at no charge. Eligibility forms were distributed to all families before school and are available throughout the year in the office. All tickets, regular, free or reduced, will be handled in the same manner.

If a child has a known food allergy and/or is lactose intolerant, the Food Service Director must be notified in writing so alternate arrangements can be made to provide for that child.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held after mid quarter. The fall conferences are scheduled for Monday, October 17, 2016. Spring conferences are scheduled for Thursday, February 23, 2017. Conference times for these evening sessions will be 4:00 p.m. until 7:00 p.m.

PLEDGE OF ALLEGIANCE

Any student or teacher may decline to participate in recitation of the Pledge of Allegiance to the flag. Students must respect the choice to not recite the pledge.

POTASSIUM IODIDE (KI)

In case of an accident at the nuclear plant, or what is known as a 'radiological emergency', radioactive iodine will be released into the air. KI would be given to children to prevent the body from absorbing the radioactive material. KI needs to be given immediately after exposure and will only be administered if recommended by public health officials and we have a parent/guardian consent form on file. Information was sent to you previously. If evacuation of Maple Lake Schools were to occur, all students and staff would be transported to Dassel-Cokato High School/Middle School. Contact HS office with questions/concerns.

RELEASE OF PUPIL RECORDS -Maple Lake Jr.-Sr. High School

Information contained in the Permanent, Cumulative and Guidance and Counseling Pupil Records of students who have been or are currently enrolled in Maple Lake Junior-Senior High School may be released to the following persons or agencies under the stipulated conditions:

1. To Parents and Students:

Parent(s) or legal guardian(s) of minor students may review the contents of all school records after submitting an appropriately signed request. Parent(s), legal guardian(s) or adult students may request a copy of any record maintained by the school district that had been released to any agency or individual outside of the school district by submitting an appropriately signed request.

2. To Certified Personnel Employed by I.S.D. #881

Certified personnel who have an educational interest may review the individual records of all students.

3. To Secondary Schools Outside of I.S.D. #881

When a student transfers to another school district, a copy of the materials contained in the individual's record will be released upon the receipt of an appropriately signed release.

4. To Individuals, Agencies and Post-Secondary Institutions:

Persons, agencies and post-secondary institutions may receive copies of records or gain access to the records upon the receipt of a release signed by the parent(s) or legal guardian(s) of minor students or the adult students. The release must state what information is to be released, to whom, and when.

5. To Governmental Agencies and Post-Secondary Institutions, to which an individual has applied for Financial Aid:

Information contained in an individual's record may be released without a signed authorization or notification of the adult student or a minor student(s) parent(s) or legal guardian(s) when the governmental agency, or educational institution requesting the information verifies that the individual has applied for financial assistance.

6. To Agents of the Court System

MAPLE LAKE HIGH SCHOOL STANDARDIZED TESTS

The following standardized tests are given to students in the Maple Lake High School for the purpose of providing more effective educational instruction and assist students in career planning and development. Your child's scores on these will be checked carefully and maintained in the school records.

No individual or agency outside of the school system will be permitted to inspect the student's individual scores without the parent's written per-mission to do so. If you have some concerns about your child's involvement in the testing program, you may contact the Guidance Office.

VOCATIONAL APTITUDE BATTERY (ASVAB) The ASVAB is administered to Juniors. (Optional) The test measures ten aptitudes for educational and career planning purposes.

NORTHWEST EVALUATION-MAP TEST Students in grades 7 & 8 continue to take tests in reading and math at the beginning and end of the school year. These tests give immediate feedback to parents, students and teachers, and measure the students annual progress.

PRELIMINARY SCHOLASTIC APTITUDE TEST AND NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST
The PSAT/NMSQT is administered to Juniors in the fall. (Optional) The test measures a student's verbal and mathematical aptitude. The test is used as a college entrance test and to compete for national scholar-ships. The test can also be taken by Seniors.

SCHOOL AND COLLEGE ABILITIES TEST (SCAT) The SCAT is administered to Juniors. (Optional) The test measures a student's verbal and mathematical aptitudes for Post High School Career Planning.

STRONG-CAMPBELLINTERESTINVENTORY (SCII) The SCII is administered to Juniors. The inventory measures interest in careers and occupations and assists in Post High School Planning.

MINNESOTA COMPREHENSIVE ASSESSMENT TESTS (MCA)

Students throughout Minnesota in grade 3-8, 9, 10, & 11 take tests in Reading and Math at some grade levels. In addition, students in grades 5, 8 & 10 will take an online Science test. The test data is used by schools to improve curriculum. The state and federal government use the data to determine if the school is making adequate yearly progress in the education of children according to the criteria established by the federal 'No Child Left Behind' legislation. It is imperative that your child(ren) do the very best they can on these tests.

ACT The ACT test is offered during the school day for any junior and senior who has not previously taken the test when offered by the district during the school day.

SOCIAL WORK and COUNSELING SERVICES

School Social Work Services and counseling provide assistance to students whose social, emotional, physical, educational problems or other handicapping conditions interfere with their ability to attend, achieve or adjust in school. Services to the student and/or family may include educational counseling, identifying the student's problem, assessing the problem, clarifying the problem to others, facilitating educational planning for handicapped students, facilitating the utilization of community and school resources, facilitating school-community-student relations and assisting in policy making. More information can be obtained from the School Social Worker or Counselor by calling 963-3171.

SPECIAL EDUCATION, 504, LEARNER AT RISK SERVICES

Special services are provided to a variety of students. Some services require certain criteria while others are available to any student who finds the assistance helpful. For more information, contact building principal, student/parent liaison, counselor, social worker or learner at risk teachers.

REPORT CARD SCHEDULE

Parents may view grades on Parent Portal at anytime. Log on to the High School web site and follow directions. Report Cards will be given out four times each year. This year, student report cards will be distributed on the following dates:

1st quarter – Friday, November 11, 2016

2nd quarter- Friday, January 27, 2017

3rd quarter – Friday, April 7, 2017

4th quarter - Will be available to pick up after June 12, 2017 or will be mailed after June 29, 2017.

SAFETY GLASSES

Students who enroll in certain science, art and shop courses may be required to wear safety glasses. These glasses have been purchased by the school and will be loaned to the student. Students should consult their teachers for details.

SCHOOL LUNCH AND BREAKFAST

A web based system is being used this school year which will allow parents to check their balance and to electronically deposit money into an account. Watch for more information from Food Service regarding this process.

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SPORTS HOTLINE

You can now dial 963-4005 and get a message from coaches with an estimated time of return from school sporting events. Just listen for the message, press 1 for the sport line and the appropriate number for the sport. If you get a busy signal, no return time has been recorded. The bus company is taking a cell phone on each trip. If you have any questions or suggestions, please call the high school office.

STUDENT DISCIPLINE

A comprehensive, detailed student discipline policy exists. The policy emphasizes the development of self-discipline, but recognizes that there are instances when it will be necessary to administer disciplinary measures. Students have the right to an education and the right to learn. Students have the responsibility for their behavior, attendance, etc. A complete list of the student responsibilities and code of discipline is available in the student handbook. A copy of the complete school board policy is available on the school district website: www.maplelake.k12.mn.us.

STUDENT PICTURES

Student pictures and identifying names will be printed in the school yearbook, school paper and given to the local news media on those occasions that warrant it. However, any student or the student's parent if the

student is under the age of 18, may request that his/her picture not be published in the media or in the school yearbook. This request is to be made in writing to the principal of the high school. This does not cover pictures taken by the news media of school events.

TELEPHONE MESSAGES

Except in emergencies, students will not be called out of class to take telephone messages. Messages will be delivered to students between classes or during study periods. Before and after school a phone is available in the hall. If your son/daughter has a cell phone, please leave a message and do not expect them to answer during class time. If a phone rings or is seen during class time, the phone is confiscated until the end of the school day for the first offense. Additional violations will result in the phone being confiscated and returned to the parents only. Students who continuously violate this policy may be prohibited from having a phone in school. See cell phone section.

TOBACCO FREE SCHOOL POLICY

Maple Lake School District 881 shall provide a tobacco-free school environment for all students, employees, and patrons. The tobacco-free environment in Maple Lake School District shall apply in all school owned building and grounds, leased or owned, and within all school owned, leased, or contracted vehicles. Moreover, school sponsored activities such as field trips, football games, athletic banquets, within school district boundaries, are encompassed within the tobacco-free policy. ALL school sponsored activities are tobacco-free.

VANDALISM/THEFT

Vandalism and/or theft will not be tolerated either on or off school property. Vandalism/theft will result in either in or out of school suspension based on the severity of the act and at the discretion of the principal. Economic retribution as well as referral to parents, civil authorities and/or school board for appropriate action will be made depending upon the degree of damage or amount stolen.

VISITORS TO THE MAPLE LAKE HIGH SCHOOL

*Pre-school or elementary age children are not allowed to visit high school classes.

*Students from other schools or other friends of Maple Lake students may not visit classes unless arrangements have been made with the principal in advance. Unless there are valid reasons why such students need to visit our school, the visit will normally not be approved.

*All visitors to Maple Lake High School must report to the Principal's Office to request a visitor's pass. Before leaving the building, visitor's passes are to be returned to the office. Students from other schools or other friends of Maple Lake students will only be allowed to visit if a Maple Lake student is responsible for them. The student who accepts this responsibility will be accountable for all consequences of the visiting student's behavior.

*According to MN law, it is a misdemeanor for a person to be found in a school building unless the permission has been granted or they are attending a public event. A person, student or adult, maybe be prohibited from entering the school for up to six months on a full or part-time basis.

VOLUNTEERING AT SCHOOL

Volunteers in the Maple Lake School District are always welcome. Before volunteering, everyone must attend a Volunteer Orientation or complete the required orientation through the Community Care coordinator. School volunteers may be requested to have a background check as do all employees. (See the Maple Lake School District policy regarding background checks.) Volunteers must prearrange with the school before vol-

unteering. Please contact Community Care Coordinator, Celeste Dahlstrom at 963-6600 or email at dahlstromc@maplelake.k12.mn.us.

WEAPONS CLARIFICATION

Weapons policy applies to students, employees and visitors including persons authorized by permit to carry a firearm.

WITHDRAWALS AND TRANSFERS

1. The procedure for withdrawal or transferring is as follows:
2. The parent or guardian must send a note or call the office in order for a student to withdraw or transfer.
3. The student must obtain the appropriate form from the office.
4. The student must have the form filled out by teachers, return all school books and property and make sure all fees are paid.
5. The student must take the completed form to the office for final clearance.

DISTRICT POLICIES

MAPLE LAKE PUBLIC SCHOOLS, MAPLE LAKE, MN LETTER OF INTENT TO COMPLY WITH FEDERAL AND STATE STATUTES

Dear Parents:

In 1972, Congress passed an important piece of legislation affecting the public schools. This law is **Title IX or the Education Amendment**, which prohibits sex discrimination in education. On May 27, 1975, President Ford signed the final version of the regulations, and they became effective on July 21, 1975.

The government regulations cover all aspects of sex discrimination with regard to educational extra-curricular programs, treatment of students and employment. Failure of school districts to voluntarily comply with this law could mean termination of federal financial assistance by the Department of Health, Education and Welfare, or prosecution in the courts by the Department of Justice.

Another important piece of legislation which affects the public schools is the Minnesota Human Rights Act, amended in 1974, which forbids discrimination on the basis of race, color, creed, religion, national origin, sex, marital, or economic status.

Regulations on public school responsibility toward persons in these protected areas are pending from the State Board of Education. Failure to comply with state law could be cause for reduction in state aid, pursuant to Minnesota Statutes, Sec. 124.5 Subd. 2, paragraph (6).

The Maple Lake Board of Education, in compliance with these federal and state statutes and regulations, has adopted a policy affirming that it will not discriminate. A grievance procedure has also been adopted to provide an orderly means of resolving disputes within the district about alleged discriminatory acts. This procedure is for the use of students, parents, guardians, or district employees. Copies of grievance procedures and complaint forms may be obtained from building principals or from the Equal Opportunity Officer.

In further effort to comply with the Title IX and State statutes and regulations, the Maple Lake School District has designated School Superintendent Mark Redemske to coordinate its compliance efforts, maintain a file of all complaints, and act upon request as a consultant in grievance matters. Mr. Redemske can be reached at

the Maple Lake High School (Ph 963-3171).

If you have any further questions regarding Title IX or the Minnesota Human Right Act and how they affect students and employees of the district, please do not hesitate to contact Mr. Redemske.

District 881 Board of Education

DISTRICT POLICIES:

HAZING, MALTREATMENT OF MINORS, COMPLAINTS AND GRIEVANCES, EQUAL OPPORTUNITY, SEXUAL HARASSMENT, DATA PRIVACY, REVIEW OF INSTRUCTIONAL MATERIALS

HAZING PROHIBITION

I. PURPOSE

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

GENERAL STATEMENT OF POLICY

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

DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or

physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. **REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

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

V. **SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

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

VI. REPRISAL

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

VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

REPORTING OF MALTREATMENT OF MINORS

Independent School District 881 in accordance with Minnesota Statute, Section 626.556 will comply with the legal responsibilities which professional educators have for reporting suspected cases of child abuse and neglect.

Minnesota Statute, Section 626.556, reads as follows: "A professional or his/her delegate which is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education or law enforcement who has knowledge of or reasonable cause to believe a child is being neglected or physically or sexually abused shall immediately report the information to the local welfare agency, police department or the county sheriff. The police department or the county sheriff upon receiving a report, shall immediately notify the local welfare agency. The local welfare agency, upon receiving a report, shall immediately notify the local police department or the county sheriff. Nothing in this sub-division shall be construed to require more than one report from any institution, facility, school or agency."

Anyone in the community interested in obtaining the school district's policy and procedures on the reporting of maltreatment of minors may obtain a copy in the High School Office.

COMPLAINTS AND GRIEVANCES

The Board realizes that there may be conditions in the school system that need improvement and that student's should have some means to effectively express their concern, which will be considered and handled with fairness.

Student's complaints and grievances shall be resolved through orderly process and at

the lowest possible level. However, the Board shall provide channels for eventual hearing, should circumstances dictate. Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided to any student or his/her parents to discuss with the teacher a decision or situation which the student considers unjust or unfair.
2. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for his/her consideration and action.
3. If the matter is still unresolved, it may be brought to the superintendent for his/her consideration.
4. Complaints that remain unresolved following any action of the superintendent may be referred in writing or through taped conversation with the Board.

As stated in the Equal Opportunity Policy, a very detailed procedure has been developed to help in processing complaints and grievances. Each step is explained and a timeline is established to aid in the resolution of the complaint or grievance. A copy of the grievance procedure may be obtained from the building principals or the superintendent.

EQUAL OPPORTUNITY POLICY

District 881 Board of Education

Maple Lake, Minnesota 55358

Adopted July 1976

I. POLICY

The Maple Lake School District, in compliance with current state and federal statutes and regulations and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of sex, race, religion, color, national origin, economic status, marital status, pregnancy, or disability in the following areas:

A. Education Practices

1. Access to course offerings
2. Curricular materials
3. Counseling practices
4. Extra-curricular activities Athletics
5. Use of school facilities

B. Employment Practices

1. Employment criteria
2. Hiring and termination
3. Job classification and structure
4. Marital or parental status/age

5. Advertising
6. Pre-employment inquiries

II. IMPLEMENTATION

- A. This policy statement shall be distributed to all employees of the district, to students, parents and all unions or professional organizations holding collective bargaining or professional agreements with the district. A statement of the district's policy of non-discrimination shall be contained on each and all materials used for recruitment of employees and on application forms.
- B. An Equal Opportunity Officer shall be designated to coordinate compliance efforts, maintain a file of all complaints, and act upon request, as a consultant in grievance matters; all students, parents, and employees shall be notified of the name, office location, and phone number of this designee.
- C. This district shall adopt and publish a grievance procedure providing for resolution of student, parent, and employee complaints of discrimination covered under this policy.
- D. In all their educational practices and activities, administrators, teachers, counselors, media special-ists, athletic coaches and extra-curricular advisors will make their best efforts to provide whatever learning materials, facilities, activities, and experiences as are needed to overcome the limitation imposed by the traditionally stereotyped roles of minorities and women.

RESPONSIBILITY

Responsibility for the implementation of this policy rests with the Superintendent of Schools and all other administrators and supervisory staff to whom the Superintendent has delegated this responsibility.

SEXUAL HARASSMENT/ SEXUAL VIOLENCE POLICY PROHIBITING HARASSMENT AND VIOLENCE

It is the policy of Independent School district No. 881 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence.

The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of School District 881 to harass a student, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon student, teacher, administrator or other

school personnel.

The School district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence and to discipline or take appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. 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:

1. 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:
2. 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:
3. 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 education environment.

Sexual harassment may include but is not limited to:

1. unwelcome verbal harassment or abuse;
2. unwelcome pressure for sexual activity;
3. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
4. unwelcome sexual behaviors or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
5. unwelcome sexual behaviors or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status, or:
6. unwelcome behavior or words directed at an individual because of gender.

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

1. has the purpose or effect of creating an intimidating, hostile or offensive working or

academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

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

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

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

Sexual violence may include, but is not limited to:

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

E. 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 is a physical act of aggression or assault upon another because of or in a manner reasonably related to, religion.

G. Assault is:

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

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

REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a student, teacher, administrator, or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence by a student, teacher, administrator, or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the District Human Rights Officer by the reporting party or complainant.

B. District-Wide: The School Board hereby designated Maureen Donohue as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Superintendent.

The School District shall conspicuously post the name of the Human Rights Officer, including mailing address and telephone number.

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

D. Use of formal reporting forms is not mandatory.

E. The School District will respect the privacy of the complainant, the individual(s)

against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, take appropriate action, and to conform with any discovery or disclosure obligations.

INVESTIGATION AND RECOMMENDATION

By authority of the School District, 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. This investigation may be conducted by School District officials or by a third party designated by the School district. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents seemed pertinent by the investigator.

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

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

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a complete report to the superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

SCHOOL DISTRICT ACTION

A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, redemption, 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 investigation of each complaint filed under these procedures will be reported in writing the complaint by the School District in accordance with state and federal law regarding data or records privacy.

REPRISAL

The School district will discipline an individual or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any

person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation. proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

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.

HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. S626.556, Reporting of Maltreatment of Minors, may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted through-out each 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 employees.

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

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A.** An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B.** No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C.** Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D.** Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E.** False accusations or reports of bullying against another student are prohibited.
- F.** A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
1. The developmental ages and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may

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

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

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

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

III. DEFINITIONS

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

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

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

extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of

prohibited conduct.

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

IV. REPORTING PROCEDURE

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

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

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

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

V. SCHOOL DISTRICT ACTION

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

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident ~~and~~ of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

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

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

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

ANNUAL NOTIFICATION OF RIGHTS, PROTECTION AND PRIVACY OF EDUCATIONAL RIGHTS

Pursuant to the requirements of ISD #881 regarding educational data privacy, this constitutes the district's annual notification to parents regarding data privacy practices. Education records which identify a student other than directory information will not be released to anyone without the written permission of the student's parents or guardians or the student if he/she is 18, attends a post secondary institution, is married, or has graduated. Directory information includes a student's parents/guardians names, student's name, age, grade, sex, major field of study, participation in officially recognized activities and sports, weight/height of member of athletic teams, degrees and awards received. Directory information will be released to the public without prior approval unless the parent has objected in writing to the release of one or more categories of such information. The school district may transfer records to other schools in which a student seeks or intends to enroll upon request of that school, without permission of or notification to the parents or the student. For a copy of the complete policy, please contact either building principal or the district office.

HEALTH POLICY

The Maple Lake ISD #881 recognized drug and alcohol misuse and abuse as being both wrong and harmful and is a problem that can be prevented and treated. The concern with drugs and alcohol misuse and abuse is directed to its effects on the student's performance in school and associated activities. The misuse and abuse of alcohol and other drugs by a student may endanger the safety and well being of all other student as a person whose health may be in jeopardy, and with a responsibility to maintain an atmosphere which promotes a quality learning environment, the School Board has adopted an operational procedure regarding drug and alcohol misuse and abuse. Stu-

dents supplying, giving or selling drugs, including over-the-counter, to other students are in violation of this policy.

The School Board believes that chemical abuse can be prevented. Preventive measures shall include efforts to provide students with appropriate information and skills necessary to make responsible decisions regarding chemical use. A copy of the complete policy and procedure is available from building principals. As of 1992, it is a misdemeanor to possess alcoholic beverages on school grounds.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review instructional materials used in their child's education. A policy and procedure has been established to allow parents access to the materials. For a copy of the policy or to find out the procedure for reviewing materials, call the building principal.