

Hastings Middle School
STUDENT HANDBOOK 2019-2020
Daily Schedule

<u>Period</u>	<u>Grades 5</u>	<u>Grade 6</u>	<u>Grades 7</u>	<u>Grade 8</u>
1	7:55 –8:53	7:55 –8:53	7:55 –8:53	7:55 –8:53
2	8:57 –9:51	8:57 –9:51	8:57 –9:51	8:57 –9:51
3	9:55-10:49	9:55-10:49	9:55-10:49	9:55-10:49
4	11:45-12:39	11:45-12:39	10:53-11:47	10:53-11:47
5	12:43 –1:37	12:43 –1:37	12:43 –1:37	12:43 –1:37
6	1:41 – 2:35	1:41 – 2:35	1:41 – 2:35	1:41 – 2:35
Advisory:	10:49-11:16	11:18-11:45	11:47-12:14	12:16-12:43
Lunch:	11:18-11:43	10:51-11:16	12:16-12:41	11:49-12:14

INDEPENDENT SCHOOL DISTRICT NO. 200

Hastings Middle School

651-480-7060

Steve Kovach.....	Principal.....	480-7060
Josef Haas	Assistant Principal.....	480-7067
Mindy Tavernier.....	Assistant Principal.....	480-7068
Charlie Black.....	Counselor (I-Q)	480-7081
Ellen Rademacher.....	Counselor (R-Z)	480-7083
Megan Latch.....	Counselor (A-H).....	480-7080
Lori Marsh	Counseling Secretary	480-7084
Amy Mares.....	School Psychologist.....	480-7078
Maddie Peterson.....	School Social Worker.....	480-7082
Linde Raway.....	Administrative Assistant.....	480-7060
Judy Tutewohl.....	Attendance/Main Office.....	480-7061
Nancy Bauer	Welcome Center.....	480-7062
Jennifer Bolden.....	School Nurse.....	480-7072
Pete McGinnis.....	Athletic Director.....	480-7142

District Office Administration

651-480-7000

Tim Collins	Superintendent of Schools
Jennifer Reichel	Director of Teaching & Learning
Jennifer Seubert	Director of Business Affairs
Michael Manning	Director of Food and Nutrition Services
Kari Gorr.	Community School Director
Dave Haveman	Director of Special Services

*Hastings Middle School.....
a diverse community working cooperatively,
to learn and grow in a safe and caring environment.*

**HASTINGS MIDDLE SCHOOL
Philosophy**

The purpose of the Hastings Middle School is to facilitate individual student success, mastery of learning, and the development of positive, well-rounded, life-long learners who are able to work together as informed, responsible citizens.

Our special purpose is to provide an environment that allows for the varied stages of development of our children and provides a carefully designed program so that each child is given opportunities to develop and grow intellectually, emotionally, socially, and physically.

The Hastings Middle School provides a safe, caring positive environment. Our educational program provides a variety of learning experiences in a collaborative setting with staff, parents, and community members. The Hastings Middle School fosters a positive attitude in setting and achieving realistic goals in an equitable manner, while addressing unique needs and assuring student accountability.

The Raider Way



Raider Nation exemplifies a culture of academic excellence by creating a **Safe, Respectful & Responsible** learning community.

PBIS is a school wide initiative to ensure that students and adults are being recognized and acknowledged for being safe, respectful and responsible citizens. When expectations are not met, PBIS provides students opportunities to reflect on their behavior, fix their mistake and move forward. This may include: re-teaching of the expectations, an office referral, a phone call home and/or restitution. Our goal is to help to create an environment where students experience success and a sense of belonging.

Classroom Expectations		
Safe	Respectful	Responsible
Keep your hands and feet to self	Participate in activities	Actively listen to adults & peers
Enter room appropriately	Use appropriate language	Be prepared for class
Be aware of your surroundings	Follow directions	Own your actions

Hallway Expectations		
Safe	Respectful	Responsible
Walk on right side	Keep hands to yourself	Own your actions
Walk at all times	Be kind and helpful	Tell adults about safety concerns
Be aware of your surroundings	Use inside voices	Use manners

Bathroom Expectations		
Safe	Respectful	Responsible
Wash your hands	Give others privacy	Return to class promptly
Keep hands and feet to self	Flush	Report concerns to staff immediately
Throw paper towels in garbage	Keep facilities clean	Own your actions

Cafeteria Expectations		
Safe	Respectful	Responsible
Walk	Use inside voices	Stay in your section
Keep your hands and feet to self	Pick up after yourself	Own your actions
Touch only your own food	Follow directions	Help keep the cafeteria clean

Restitution
To create conditions for the person
To fix their mistake and
To return to the group strengthened

Hastings Middle School Beliefs.....

RESPECT:

- We respect self, others and environment.
- We respect and acknowledge the positive.
- The needs of the many outweigh the needs of the few.
- We strive to communicate clearly.

LEARNING:

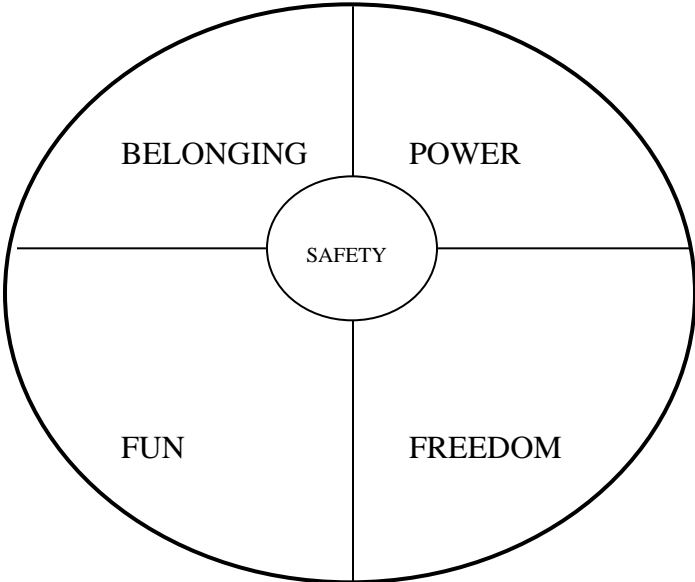
Learning is priority #1

- We are all responsible for our own learning
- We celebrate and take pride in accomplishments
- Teaching the child and the content are important.

SAFETY:

- Every person has the right to expect safety and the responsibility to create and maintain a safe environment.

We believe that all behavior is purposeful. People behave in a particular way to meet their five basic needs.



ATTENDANCE POLICY

Student Arrival at School and Dismissal

Parents should plan so that their children arrive at the Hastings Middle School between 7:40 and 7:55 A.M. First hour class begins at 7:55 A.M. Students are expected to be to class on time. Students arriving before 7:45 A.M. must wait in the cafeteria or gym. Students are dismissed at 2:35 P.M. Students remaining in the building after 2:45 P.M. must be under the supervision of a staff member.

Late to School: **480-7061/480-7062**

It is essential that the student learn the importance of being on time. The school and parents must cooperate to insure that each student arrives at school in time to begin classes at the start of the first hour. A student arriving late is to have a note or a phone call from a parent so that the office has an explanation for the tardiness. A phone call should be made to the Attendance Line before 9:00 A.M. Late arrivals will result in detention and/or assignment to Saturday School.

Passes to Leave the Building: Welcome Center 480-7062

Out of building passes are issued by the Welcome Center prior to first hour. A student wanting to leave the building during the day must report to the Welcome Center. A written note or a phone call from the parent or guardian stating the reason for leaving the building will be required before a pass will be issued. This pass must be returned to the main office when the student returns to school. It is requested that all medical and dental appointments be made after school hours if at all possible. Requests for students to watch sport activities, tournaments, parade, or other "events" may be denied.

Student Absences 480-7061

If a student is absent, the parent or guardian is asked to call the Attendance Line each day of the absence, before 9:00 A.M. Please give the student's name, grade, and reason for absence. When the student returns to school, it is not necessary for the student to stop in the main office for an "excused" slip. The call from the parent the previous day automatically excuses the student. Students whose parents do not call in to report the absence are listed as being "Unexcused" and must report to the main office for an "excused" slip. The student and their family need to provide either a note or phone call stating the reason for the student absence. Without notification of the absence reason, on the morning of the second school day following the absence it be documented as "Unexcused".

If a student knows in advance that he or she will be absent, (i.e., vacation, hospitalization, etc.) the parent is asked to call the Attendance Line. **The student is responsible for homework by accessing Schoology.**

Students are to accept the responsibility for make-up work and completing the work assigned. Generally, students are allowed two days to make up the work for every day absent.

Acceptable Reasons for Absence

The following reasons for absence may be considered valid:

- Serious illness of student, causing student to remain at home or to be sent home by the school nurse.
- **If a student is seen in a clinic please provide medical documentation with the date the child was seen and any additional days that your child is to miss school.**
- Serious illness or death in the family.
- Absence because of a religious holiday.
- Parent request for vacation or trip.
- Medical and dental appointments.

GENERAL STUDENT CONDUCT

It is our expectation that students will behave appropriately. In an effort to assist students in understanding our expectations several discipline related topics are outlined on the following pages. Please know that each discipline incident is handled on an individual basis. We encourage you to contact us if you have questions or comments regarding discipline issues.

In the Classroom

Students are expected to cooperate with all teachers and to respect the rights of fellow students. Students are expected to show respect for their teachers and to assume responsibility for their behavior and their work in the classroom.

In the Hallway

Walk - don't run. Talk quietly. Do not yell, spit, whistle, fight, scuffle, or push in the halls at any time. Safe, Respectful & Responsible behavior is expected.

In the Cafeteria

Hastings Middle School operates with a closed lunch hour. Students are not to leave the building during lunch time. Parents do not request that your student be dismissed to eat lunch out of school. All students are to report to the cafeteria during their assigned lunch period. Students will be expected to exhibit proper table manners and behavior while in the cafeteria.

Assembly Programs A number of educational and entertaining programs may be scheduled throughout the school year for students. Students are expected to show courtesy and respect by their attention and proper applause. These programs may be a reward assembly for those students behaving well in school.

Substitute Teachers

The substitute teacher takes the place of the regular classroom teacher during the teacher's absence. Students are expected to behave in the appropriate manner and do the work assigned by the substitute teacher.

Language

Appropriate language is essential for a respectful learning environment. Swearing or inappropriate slang is not acceptable. Students choosing to use this language may be subject to appropriate disciplinary action.

Gambling

Engaging in gambling, gambling related activities, or behavior, games of chance or betting in school or on school grounds is prohibited. The exchange of money or goods of value relative to or because of gambling and/or betting is also prohibited. A student engaged in gambling and/or betting will be subject to appropriate disciplinary action.

Food or Beverages

Food or beverages are not to be consumed in the hallways or classroom. (Grab and Go breakfast and water are the only exception).

Treats

The district has adopted a new wellness policy. We ask that students not bring any treats in honor of their birthday.

Vandalism

Damaging or defacing school property or property of others is a violation of school policy.

Bullying/Intimidation

It is a violation of school rules to bully other students or refer to other students in a belittling manner. We expect students to help students, who are bullied, including students who are easily left out, and refrain from name-calling.

Student Dress and Appearance

School clothes should be neat, clean and in good taste. Expensive clothes are not necessary and given many of the learning activities that a student experiences here, probably disadvantageous. We do prohibit clothes that advertise anything illegal or unhealthy for a middle school student to possess or do, (e.g., Marlboro t-shirts) convey messages that are suggestive or offensive, or solicit an undue amount of attention because they are too revealing, or are a distraction or nuisance (e.g., hats, scarves, chains, etc.). We invite you to talk with us about this if you ever have any question or concerns about your school clothing choices.

It is important that all students and staff can come to school each day and be able to learn and teach in a safe environment that is free from distractions. Below are a list of dress code guidelines to help students and parents in making decisions about what is appropriate clothing for Hastings Middle School.

1. All shorts and skirts must be an appropriate length
2. All portions of undergarments must be completely covered
3. The bottom of a student's shirt must meet the top of their pants, both while sitting and standing, (belly and or midriff should not be exposed).
4. No strapless or shoulder-less shirts.
5. The width of the straps for a tank top must be one (1) inch minimum and completely cover the straps of the undergarments.

In determining whether clothing is appropriate for school, the "eye of the beholder" standard will be used. Remember that any student, staff member, or guest is a third party observer. What is offensive to one will be considered inappropriate for all.

Dangerous and Nuisance Articles

Students are not to bring to school any articles which may be dangerous or which may be classified as nuisance articles. This includes such things as chains, squirt guns, rubber bands, pins; "stink" bombs, "poppers," etc. Such articles will be confiscated and disciplinary action will result.

Valuable Personal Belongings

Because the school cannot take responsibility for valuable microelectronic devices, family heirlooms and jewelry; we ask that you please keep them at home.

Cell Phones/Electronic Devices:

Cell phones must be turned off from **7:55 a.m. until 2:35 p.m.** **Students may check device at locker, but the device should remain in locker.** If the student is involved in OASIS or some other after-school activity, the cell phone should be turned off

during that activity as well. Under no circumstance can cell phones that are photograph capable be taken into a locker room, bathroom or anywhere else where there is a reasonable right to privacy.

Personal computer, smart phones, and wireless e-readers:

Wireless connectivity is available in portion of the building. Students using wireless devices are expected to log-in the internet using the ISD 200 wireless access. This wireless access is filtered. Students are only allowed to use the wireless access provided by the district with the permission of the adult who is responsible for them at the time. Students must comply with the district 200 acceptable use policy. **Hastings Schools does not assume the responsibility for any lost, damaged, or stolen devices.**

Having a cell phone or wireless devices used without permission is against the school rules.

A violation of this expectation will result in the following consequences:

First offense: The device will be confiscated and the student can retrieve it at the end of the day in the main office.

Second offense: The device will be confiscated and a parent must claim the device. In order to claim the device the child and parent will be asked to sign a document stating that they understand the expectation and the consequences of any subsequent violation.

Third offense: The device will be confiscated. A meeting must be arranged with an administrator, the student, and a parent. At the meeting the expectations will be reviewed, and a plan to ensure compliance will be agreed to,

Harassment

A student engaging in harassment of any staff member, student or visitor will be subject to discipline procedures of the Middle School. Sexual harassment includes unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, physical conduct or verbal communication of a sexual nature. Such action is prohibited by Minnesota law and School District 200 policy.

Hazing

Engaging in any behavior which constitutes ‘hazing’ is a violation of this school’s discipline policy and may subject the student to discipline including suspension and expulsion. Hazing means doing something or making another student do something that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a student organization. ‘Hazing’ is a violation of school policy regardless of time or place it occurs.

Fighting

Aggressive, physical contact between two or more individuals is a violation of school policy. Regardless of who starts the fight, all parties involved will be subject to appropriate disciplinary action. Assaults, threats and/or intimidations, extortions or similar acts are prohibited at school, on buses or on school grounds. “Hands (and feet) to yourself” shall govern all student-to-student contact at Hastings Middle School.

Tobacco

In compliance with Minnesota State Law and the Indoor Clean Act of 1975, smoking of any form of tobacco will not be permitted by any student either in the school building, on the school buses, at any school activity, or on the school grounds. Possession or use of any form of tobacco in school or on school grounds is prohibited, and will be subject to disciplinary action.

Intoxicating Beverages

Use or possession of any alcoholic beverages on school premises is prohibited. Attendance of any school function while “under the influence” will result in disciplinary action.

Illegal Chemicals

Possession and/or use of illegal drugs in school or on school grounds is in violation of school policy and state law. Prescription drugs should be left with the nurse.

Fire

The lighting of fires or incendiary devices is a violation of state and school policy. Discharge of a fire extinguisher is also a violation of state and school policy.

Parent or Guardian Signatures:

In order to encourage students to involve their parents/guardian in their education, students will be asked to share information with their parents/guardian. A parent/guardian signature provides evidence that students have shared the information with their parent/guardian. Failure to retain a parent/guardian’s signature may result in missed points or inability to participate in a field trip or school experience.

Consequences for Misbehavior

Regardless of any provision to the contrary, violation of the rules set forth in this handbook may result in one or more of the following:

1. Calling parent or guardian
2. Removal from class
3. Detention
4. Saturday School
5. Expulsion
5. Conference with an administrator
6. Suspension
7. Police Referral

Sale of Articles

Each year many students are engaged in worthwhile money raising projects for which they want to sell items. Students are not to sell candy, articles, tickets, etc., in school during school hours.

Bicycle Parking

Bicycles are to be parked in one of the bicycle racks outside the school and are to be locked securely to the rack. The bike rack near the gymnasium entrance is monitored by video security. It is advised that all bicycles be licensed, insured, and locked.

Fire Drills, A.L.I.C.E. Drills, and Civil Defense

Fire drills, lockdown drills, and civil defense drills are held periodically throughout the school year. It is the duty of the student to become acquainted with the proper route for exit from each classroom, and information will be in each classroom. Teachers will inform the student about drills and drill procedures.

Emergency Closing of Schools

Storms or other emergencies may cause the schools to close or be dismissed early. Therefore, it is imperative that if both parents are away from home during the day, that arrangements can be made for care of the children until the parents return home. Each child should be thoroughly familiar with the arrangements made by the parents.

In the event of an emergency, parents may pick up their children at school, but are asked to please avoid calling the school. Radio stations WCCO (830 AM) and KDWA (1460 AM) and district website <http://www.hastings.k12.mn.us> will carry special announcements regarding school closings.

Lost and Found

If something has been lost, a student may inquire at the main office. Please note that valuable property such as band instruments and sports equipment should be insured against loss. Clothing should be marked with proper identification. Students are responsible for personal items as well as books and school materials. **KEEP LOCKERS LOCKED.**

Lost or Damaged Books

The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost, damaged or destroyed by students.

School Nurse 480-7072

The school nurse office is in the main office. The nurse advises students on personal health problems and keeps a health record for each student. The nurse also keeps a home phone number and an emergency phone number on file and notifies parents when the nurse feels a student should be dismissed from school for the day because of illness. No student is dismissed without notification of the parent or the guardian, nor is a student to leave the building because of illness without first reporting to the nurse.

If a student becomes ill while in class, he or she may be excused by the teacher, with a pass, to go to the nurse's office. Students are not to go to the nurse's office between classes except in cases of emergency.

In case of a particular health problem, the student's physician or parent is asked to notify the school in writing so that the school can take proper precautions. All medications are dispensed through the nurse's office. However, no medication, including aspirin, may be dispensed without parental consent unless specifically prescribed by a physician.

*** Your child must be up to date on their immunizations in order to receive their schedule.**

Accidents and Insurance

All accidents involving persons or property must be reported to the teacher in charge who will, in turn, notify the nurse. A written incident report will be completed by the nurse.

Student Passes:

Passes are required for all students moving from room to room other than during the change of classes.

Lockers - Hallway Locker - Physical Education Locker

Each student is assigned an individual hallway locker which is not to be shared with anyone. Lockers assigned to students are to be used to store only those items related to the educational programs and activities of the students. Locker combinations are not to be released to anyone (including best friends!). If the locker is not functioning properly, it should be reported to the guidance department. Pursuant to Minnesota Statutes, school lockers are the property of the school district. Inspection of the interior of

lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. A school policy statement on student lockers is available in the office. Locker checks will be made periodically throughout the year and lockers are to be kept in good condition at all times. Students are expected to pick up books and materials from their lockers before school and after lunch time. Otherwise they are to go to lockers only if time permits. Do not leave money or other valuables in lockers. If a student requests a locker combination change the request must be accompanied by written parent request, and a \$5.00 service fee will be charged.

Physical education lockers are to be locked when not in use. Students will be issued a lock by the physical education teacher.

Visitors in the Building

All visitors are to report to the **Welcome Center** immediately upon entering the building. Visitors, who have business outside the immediate area of the main office, or the district central office, must register and state their business as well as the person or department they plan to visit. Visitors having business outside the main office or the district central office will be given a visitor's pass to wear while in the building. Please bring your driver's license; it is used in our building **RAPTOR** sign-in process.

A visitor, in the building, not possessing a visitor's pass, will be instructed to report to the main office and obtain permission to be in the building, or will be asked to exit the building.

Student Promotion

Student promotion at the Hastings Middle School is based on academic achievement. The student earns one academic credit for each year-long class period of work successfully completed. In order for the student to be promoted to the next grade level, he/she must earn a minimum of 4.0 credits or face partial or full retention in their current grade level. In addition, a student must pass each of the four core academic areas: language arts, social studies, science, and math. A student who does not pass a core academic area will be required to successfully complete summer school.

Saturday School

Students who are invited to attend Saturday school for academic support will be informed of the opportunity during the week. It is expected that they attend until their academic performance improves. Students who attend Saturday school must arrive by 8:30 a.m. and stay until 11:30 a.m. Saturday School is also used as a behavioral consequence in lieu of suspensions for major infraction or repeated problems. If a student assigned Saturday School for the a behavioral consequence misses the session, they will be suspended from school on the next two school days.

COUNSELING SERVICES 480-7084

What is counseling? Counseling is the primary guidance service. It is a student-counselor relationship in which a student has the freedom to express his or her ideas and feelings. The immediate aim of counseling is to aid the student with a specific problem. The student is encouraged to seek information and examine alternatives before acting. The long-range aim of counseling is to assist the student in assuming responsibility for making decisions and plans.

Does each student have a counselor? Yes, the guidance program is arranged so that each student usually has the same counselor from the day he or she enters the Middle School until the day he or she leaves. Each counselor is assigned a cross section of the student body. The students are assigned as follows:

Ms. Latch A-H Mr. Black I-Q Ms. Rademacher R-Z

How does a student get to see a counselor? Counselors are available to students during the school day from 7:30 A.M. to 3:30 P.M. A student does not have to wait for the counselor to initiate a conference. The students may come to the counseling office either before or after school or between classes, and make an appointment for a conference.

Can a parent come in and talk with a counselor? Yes, when parents would like a conference they may phone and arrange for an appointment (**480-7084**). Counselors welcome the opportunity to discuss with parents a student's school program, personal or academic problems, and future career plans. However, it is important that parents realize that at times counselors are not free to violate confidences which have been shared with them.

Does the Middle School have support groups? You bet! A variety of small group experiences are available to students. Groups facilitated by the counselors include newcomers, divorce and separation, social skills, friends, grief, and general concerns. Groups meet once a week during the school day for a period of four to nine weeks. Groups meet during a different period each week.

When should I talk to my counselor? For most students and parents, the school counselor is a new person to become acquainted with during their first year in middle school. But why would a middle school student have a use for a counselor? Students see their counselor for many reasons. Here are some examples:

1. "My homework isn't done because of some things that happened at home last night."
2. "My best friend hates me and now everyone is against me!"
3. "Can I change my schedule?"
4. "I can't get along with my teacher!"

5. "Something happened to me and I need to tell someone."
6. "I just need to talk to someone!"
7. "This kid hits me all the time at my locker."
8. "My friend was crying on the bus today and she won't talk to anyone at school."

What should I do if I transfer or withdraw?

Students withdrawing from school must have their parents or guardians notify the counseling office prior to the last day of attendance. The student will then be given a withdrawal card and an official transcript will be mailed upon request to the school in which the student is transferring.

MIDDLE SCHOOL CURRICULUM

5th & 6th Grade

Language Arts
 Math
 Social Studies
 Physical Science
 Physical Education (every other day)
 Art
 Technology Literacy
 Health
 *Band, Chorus, or Orchestra

7th Grade

Language Arts
 Math
 World Geography
 Life Science
 Physical Education (every other day)
 Art
 Family & Consumer Science
 Technology Education
 *Band, Chorus, or Orchestra

8th Grade

Language Arts
 Math
 American History
 Earth Science/Environmental Science
 Physical Education (every other day)
 Art
 Family & Consumer Science
 Industrial Technology
 *Band, Chorus, or Orchestra

*These courses are electives. All other courses are required.

COMPUTER/TECHNOLOGY ACCEPTABLE USE POLICY SUMMARY – ISD 200

In general, activities that are considered to be inappropriate without the use of electronic technologies are also considered to be inappropriate using such technologies. The following are **not acceptable uses** of the School District Internet access, network and computer access, and electronic communications systems and may be subject to disciplinary action.

- The access, review, uploading or downloading, storage, printing, posting, or distribution of pornographic, obscene or sexually explicit materials or other visual depictions that are inappropriate for a school setting.
- The transmission of obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
- The access, review, uploading or downloading, storage, printing, posting, or distribution of materials that use language or images that are inappropriate to the educational setting or disruptive to the educational or organizational processes.
- Knowingly or recklessly posting materials or information that could cause damage or disruption to the School District's learning or work environment(s).
- The access, review, uploading or downloading, storage, printing, posting, or distribution of materials that advocate violence or discrimination toward other people or that may constitute harassment or discrimination.
- Knowingly or recklessly posting false or defamatory information about a person or organization, harassing another individual, or engaging in personal attacks, including those of a discriminatory or prejudicial nature.
- Engaging in any illegal act or violating any ordinance, statute or law.
- Vandalizing, damaging, or disabling the property of another person, the School District, or another organization or agency; engaging in deliberate attempts to degrade or disrupt the operation of equipment, software, or system performance by any means; tampering with, modifying, or changing the School District software, hardware, or wiring; taking any action that violates the School District's security systems or using School District resources in any way that disrupts, or has the potential to disrupt, access for other users.
- Gaining unauthorized access to information resources or to another person's materials, information, or files without the implied or direct permission of the individual.
- The posting or transmitting, without express permission, of private information or personal contact information about other persons, or other personally identifiable information, including but not limited to: home addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make an individual's identity easily traceable.
- Attempting to gain unauthorized access to the School District's systems or to any other systems through the School District's system; attempting to log in through another person's account; using, without express permission, computer accounts, access codes or network identifications other than those assigned to the user.
- Violating copyright laws or licensing agreements or otherwise using another person's property without prior approval or proper citation, including downloading or exchanging pirated software, copying illegal software to/from any School District computer, plagiarizing works found on the internet or violating School District institutional licensing agreements

WEAPONS POLICY

Possession of Weapons Within the School or on School Grounds

The 1993 Minnesota Legislature passed laws concerning the possession of dangerous weapons at schools. It is important that students be aware that these laws took effect on August 1, 1993. There is no need for weapons of any kind to be brought on school property. Any violation of Minnesota statute will be reported to the police.

No person (student or non-student, juvenile or adult) will have in his/her possession or use a weapon within the schools or on the school grounds. This prohibition is applied to all school buildings and grounds, either leased or owned, and within all school owned, leased or contracted vehicles and all other buildings or premises where District No. 200 students are present in connection with a school activity.

Possession refers to having a weapon on one's person or in an area subject to one's control, on school property or at a school activity.

Weapon means any device or instrument that through its use is capable to threatening or producing bodily harm or death or that can be used to threaten to cause bodily harm or death. **Examples** of weapons include, **but are not limited to:** any firearm (loaded or unloaded) throwing stars pellet guns knives clubs Numchucks stun guns or ammunition matches metal knuckles lighters -flammables explosives -nonfunctioning guns or look-alike guns that could be used to threaten others

A. **Possession of a weapon by a student of the Hastings Public Schools may result in the following:**

The immediate involvement of a student's parents or legal guardian; an initial suspension of up to fifteen (15) days; confiscation of the weapon; and a report from the building principal to the Superintendent of Schools that may include a recommendation that the student be expelled from school for a period of time up to a year.

B. **Students threatening others with weapons will result in:**

The immediate involvement of a student's parents or legal guardian; notification of police; an initial suspension of up to fifteen (15) days; confiscation of the weapon; and a report from the building principal to the Superintendent of Schools that may include a recommendation that the student be expelled from school for a period of time up to one year.

C. **Students assaulting others with weapons will result in:**

Immediately reporting the incident to the Police Department; confiscation of the weapon; notification of the parents or legal guardian; immediate suspension of fifteen (15) days; and a report from the building principal to the Superintendent of Schools that will include a recommendation that the student be expelled from school for a period of time up to one year.

If a juvenile is petitioned and found delinquent by the Juvenile Court and the juvenile was in possession of a dangerous weapon in the school zone at the time of the offense, the court may order the juvenile's driver's license be cancelled or driving privileges denied until the juvenile's eighteenth birthday.

Possession of a weapon by a person other than a student will result in the reporting of the possession of the weapon to appropriate law authorities, confiscation of the weapon, and a request by the building principal or superintendent that proper legal authorities commence criminal action against the individual(s) that possessed the weapon under Minnesota Statute 152.021-152.023 and 609.66 (1992) which relate to drug or weapon free school zones.

The following exceptions to the possession of an instrument that could be used as a weapon will be made as follows:

1. An instrument which could be used as a weapon may be allowed onto school property after explicit written permission is granted by a school principal or school district administrator. In such a case, the permission statement shall contain the reason for the instrument to be allowed upon the school property, the specific dates and times when the instrument may be on the property, and the specific safeguards that would be taken in regard to the particular exception.
2. An instrument that is used in a way in which it is both appropriate and non-threatening in the orderly conduct of a person's business or professional activities. Examples may include such items as:
 - knives and tools used by maintenance personnel
 - starter pistols which fire blanks and are used for track meets
 - personal pocket knives used for non-threatening uses
 - tools used for educational purposes such as those used in Industrial Technology, Family & Consumer Science, Art and Science courses

A student who finds or discovers a weapon on the way to school or in a school building or on school grounds and takes the weapon immediately to the principal's office shall not be considered to be in possession of the weapon.

All students in School District 200, with and without disabilities, are subject to the consequences of this policy. All applicable statutes and rules which relate to students with disabilities will be adhered to in the enforcement of this policy.

BUS CONDUCT

Bus Conduct

Bus transportation is provided for the purpose of bringing students to and from school and school sponsored events. The school district has established rules so students may be furnished with transportation that is safe and efficient. Drivers have been charged with the responsibility for operating their buses according to the rules. Students shall ride only on their designated bus routes.

1. Carry-on items must fit safely on the students' lap. No animals are allowed on the bus. Aisles and emergency exits must be kept clear of all obstructions.
2. Students must keep hands, arms and heads inside the bus at all times.
3. Students shall not litter the bus with food or debris.
4. In emergency situations, students will follow the bus driver's instructions.
5. The bus driver is in complete charge of student conduct on the bus with the exception of a school activity/trip when the supervisor is in charge.
6. Misconduct will not be allowed to interfere with the efficient and safe operation of school buses.
7. Damage to a bus will be paid for by the student(s) involved. Should vandalism be proven, the police may be notified.

Expected Bus Behaviors

The following expected bus behaviors have been posted in each bus:

1. Students will obey all school bus safety procedures.
2. Students will follow the directions of the bus driver at all times.
3. Students will remain seated when the bus is in motion.
4. Windows are only allowed to be open half way down.
5. No screaming, swearing, loud noises or nuisance articles are permitted on the buses.
6. Students will treat one another with respect and dignity.
7. Students are not allowed to sit in the back two rows of seats, unless the space is needed.

Consequences for Violating School Bus Rules

Students choosing to violate the established bus rules will receive consequences relative to the severity and frequency of the offense.

1. Bus drivers will issue verbal, and/or written warnings and may designate a seat assignment for a first offense to students choosing to violate the established bus rules.
2. For a second documented offense, the bus company will report to the principal and to the parents of the student the nature of his/her offense; the principal will then meet with the student with the results of the conference reported by the principal to the bus company and to the parents.
3. For the third documented offense, the bus company will report to the principal and to the parents of the student the nature of his/her offense, the principal will meet with the student and his/her parents, and the student's bus riding privileges may be suspended for up to five (5) days. A principal-parent conference may be held prior to a resumption of a student's bus riding privileges.
4. Severe or chronic disruptions will result in automatic suspension of bus riding privileges for a minimum of five (5) school days and possibly the remainder of the school year. Disruptive behaviors may include but shall not be limited to the following acts:
 - A. Use of tobacco, alcohol, drugs, fighting or spitting.
 - B. Starting of fires or use of fireworks on the school bus.
 - C. Damage or vandalism to the school bus.
 - D. Threat or harm to the bus driver or to other students.
 - E. Defying the bus driver.

Based on the severity of the offense, the building principal may, at his/her discretion, suspend bus riding privileges for an additional length of time. The proper legal authorities will also be notified in appropriate cases.

Notice Concerning Use of Pest Control Materials

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

1. Inspection and monitoring to determine whether pest are present, and whether any treatment is needed.
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
3. Utilization of non-chemical measures such as traps, caulking and screening.
4. Application of EPA-registered pest control materials when needed.

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

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

PUBLIC NOTICE - DIRECTORY AND YEARBOOK INFORMATION

INDEPENDENT SCHOOL DISTRICT 200
1000 WEST 11th STREET
HASTINGS MINNESOTA 55033

NOTICE IS HEREBY GIVEN -

Independent School District 200, pursuant to Title 20, U.S. Code, Sec. 1232 (g) and Minnesota Government Data Practices Act, declares the following as "directory information" as provided in said Acts. Information relating to students may be made public if said information is in any of the following categories:

1. Student's Name
2. Student's date of birth
3. Student's gender
4. Dates of attendance
5. Current grade in school or last grade completed
6. Degrees and awards received
7. Weight and height of members of athletic teams
8. Participation in officially recognized activities and sports
9. Pictures for school approved publications, newspapers or cable transmissions

Directory information does not include identifying data which references religion, race, color, social position or nationality.

Any parent of a minor student enrolled in District #200, or a student enrolled in District #200 who has attained the age of eighteen, may notify the District of his/her desire that some or all of the above information is not to be released without his/her written consent by completing a Request for NonDisclosure of Directory Information. This notification must be given to the district within thirty (30) days of the annual public notice.

INDEPENDENT SCHOOL DISTRICT 200

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.

II. 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.
- 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.

III. 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.
- D. 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.

The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

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

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.

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

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

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

413: HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence. The school district prohibits any form of harassment or violence based on actual or perceived race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the school district to maintain a learning and working environment that is free from harassment and violence. The school district prohibits any form of harassment or violence based on actual or perceived race, color, creed, religion, national origin, sex, marital status, and disability, status with regard to public assistance, sexual orientation, or age.

B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)

C. It shall be a violation of this policy for any pupil, 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 any pupil, teacher, administrator or other school personnel.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written actions or statements, which may constitute harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Harassment; Definition Harassment consists of physical or verbal conduct that

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 413

HARASSMENT AND VIOLENCE

A. Otherwise adversely affects an individual's employment or academic opportunities.

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education or

c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

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

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

Violence: Definition:

Violence is a physical act of aggression or assault toward individuals or property.

1 Violence may include, but is not limited to

- 1. an act done with intent to cause fear in another if 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.

Sexual Violence

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

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

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- c. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- d. an act done with intent to cause fear in another of immediate bodily harm or death;
- e. the intentional infliction or attempt to inflict bodily harm upon another; or
- f. the threat to do bodily harm to another with present ability to carry out the threat.

3 IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of harassment or violence based on race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute 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 designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

B. In Each School Building.

The building principal 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.

C. Upon receipt of a report, the principal must notify the school 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 school district human rights officer by the reporting party or complainant.

D. In the District. The school board hereby designates the Coordinator of District Services as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

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

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

G. Use of formal reporting forms is not mandatory.

H. 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, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

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

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

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

D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged harassment or violence based on the categories listed above.

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

VI. SCHOOL DISTRICT ACTION

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

B. The result of the school district's investigation of each complaint filed under these 5 procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of **intimidation, reprisal or harassment.**

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

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

X. DISSEMINATION OF POLICY AND TRAINING

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

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

C. This policy shall appear in the student handbook.

D. The school district will develop a method of discussing this policy with students and employees.

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

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

Legal References:

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)

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

Minn. Stat. § 626.556

et seq.

(Reporting of Maltreatment of Minors)

42 U.S.C. § 2000e

et seq.

(Title VII of the Civil Rights Act)

Cross References:

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA

/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MAS

A Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 525 (Violence Prevention)

514 BULLYING PROHIBITION POLICY

(A complete copy of the ISD 200 Bullying Policy is available on the school district website. The policy is referred to as Policy 514, Bullying Prohibition Policy.)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/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 the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.