

**BARNESVILLE
PUBLIC SCHOOLS
STAFF HANDBOOK
2005-06**

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**INDEPENDENT SCHOOL DISTRICT 146
BOARD OF EDUCATION**

**Tom Ishaug
Chair**

**Chad Holland
Vice Chair**

**Rob Praska
Treasurer**

**Jeff Stangeland
Clerk**

**Tim Thompson
Director**

**Eric Newell
Director**

**Jay Rehder
Director**

ADMINISTRATION

Steve Jordahl

Superintendent

Bryan Strand

7-12 Principal

Todd Henrickson

K-6 Principal/Activities Director

Jeff Tharaldson

School Resource Officer

Pat Berndt

Finance Officer

Paula Haugrud

District Secretary

Shelly Krueger

High School Attendance Clerk/Receptionist

Cheryl Harris

High School Records Clerk/Receptionist

Cindy Ullrich

Elementary Secretary

Chris Ellefson

Community Ed/Food Service

SCHOOL OFFICES

**DISTRICT OFFICE
PO Box 189
Barnesville, MN 56514
(218) 354-2217
Fax - 354-7260**

**HIGH SCHOOL OFFICE
PO Box 189
Barnesville, MN 56514
(218) 354-2228 or 2229
Fax - 354-2305**

**ATKINSON ELEMENTARY
PO Box 189
Barnesville, MN 56514
(218) 354-2300
Fax - 354-7797**

Staff Handbook 2005-2006
BARNESVILLE HIGH SCHOOL STAFF

Agriculture	Jim Joyce
Art	Carol Albright
Business Education	Matt Askegaard
English	Frank Knier
.....	Julie Krabbenhoft
.....	Karen Solum
FACS.....	Diane Hagen
Instrumental Music	Jerry Feigum
Mathematics	Steve Hilgers
.....	Joe O'Keefe
.....	Randy Berndt
Phy-Ed.....	Arthur Meyer
.....	Mike Schaub
Science	Sheila Carlson
.....	Carlton Moe
.....	Kim Kraft
Social Studies.....	Phil Trowbridge
.....	Brenda Fischer
.....	Brian Krause
Special Education.....	Brenda Halverson
.....	Stacy Martz
.....	Mike Schaub
.....	Ann Goldade
Vocal Music	Val Ray
Counseling	Kyle Gylland
Janitorial Staff	Russ Halverson
.....	Shelly Stanton
.....	Don Szwdiuk
Cooks	Susie McGough
.....	Sharon Braton

ATKINSON ELEMENTARY STAFF

Kindergarten.....	Jane Junkert Chris Messer
Grade 1.....	Lisa Forsgren Renee Hanson Peggy Parker
Grade 2.....	Shirley Bredman Sandy Meyer John Nelson
Grade 3.....	Marlene Flenner Evelyn Rossett Lynne Schmoll
Grade 4.....	Lisa Gilbertson Kirsten Anderson Holly Inniger
Grade 5.....	Scott Amundson Sharon Ramacher
Grade 6.....	Rodney Ramacher Kathy Meissner
Speech Clinician.....	Wanda Walseth
Special Education.....	Michelle Wander Connie Strandquist Mary Henne
Music.....	Jennifer Gylland Valerie Ray
6th Grade Band.....	Jerry Feigum
Physical Education.....	Gayle Solum
Student Assistance Coordinator.....	Lori Henrickson
Library Aide.....	Laurie Andvik
Teacher Aides - Title I.....	Charlene Tharaldson (K) Shari Grabow (K) Marlene Bach (1) Kelly Swenson (2) Mary Iverson (3) Rosie Cihak (4) Nancy Kava (5) Lori Thompson (6)
Special Ed Aides.....	Randy Trowbridge Cindy Likness Amber Braton Lynn Manning
Cooks.....	Mary McEvers Mary Johnson Ruth Meyer

Staff Handbook 2005-2006

	Becky Lamm
Custodian.....	Ryan Nielsen
Secretary/Health Aide.....	Cindy Ullrich
K-6 Principal/Activities Director.....	Todd Henrickson

TEACHER RESPONSIBILITIES

The teachers and instructors of School District 146 are expected to fulfill and maintain the following responsibilities as employees of the school district:

1. To encourage self-discipline and respect for authority in students.
2. To treat students with dignity.
3. To insure the enforcement of school rules as listed in the student handbook.
4. To exercise restraint, good taste in their expression and refrain from use of any inappropriate expression.
5. To use reasonable measures that may be necessary to maintain a safe and orderly environment in the classroom, on school property, and at school functions.
6. To record and report classroom discipline problems to the principal.
7. To confer with support people for possible solutions to various problems.
8. To post and explain classroom rules and expectations each year.

SCHOOL DAY AND SCHEDULE

SCHOOL DAY:

The regular school day for teachers begins one-half hour before students begin classes (at 8:00 a.m.) and ends at 3:30 p.m. Teachers are expected to be on duty at 8:15. This means that teachers should be in the hallways, in contact with students, or performing some supervisory role at that time. Teachers should be performing similar functions at the conclusion of the school day following the final class period. The school day ends at 3:30.

TIME SCHEDULE:

High School

- Period 1.....8:30-9:20
- Period 2.....9:24-10:14
- Period 3.....10:18-11:08
- Period 4A.....11:12-12:02
- Period 4B.....11:46-12:36
- Period 5.....12:40-1:30
- Period 6.....1:34-2:24
- Period 7.....2:28-3:18
- Junior High Lunch.....11:08-11:42
- Senior High Lunch.....12:02-12:36

Atkinson Elementary

Bells

- | | |
|------|---|
| 8:15 | Doors Open |
| 8:25 | 5 Minute Warning |
| 8:30 | Class Starts |
| 3:07 | Dismissal - Start at 3:07 with Kindergarten |

(8)

Lunch

- | | |
|---|-------------|
| K | 11:05-12:05 |
| 1 | 11:10-12:10 |
| 2 | 11:20-12:10 |
| 3 | 11:30-12:15 |
| 4 | 11:40-12:20 |
| 5 | 11:50-12:25 |
| 6 | 11:55-12:30 |

AFTER SCHOOL SUPERVISION:

To assist with supervision after normal school hours, staff members will be required to serve as hallway and room monitors during the school year for 18 hours during the school year. A calendar of supervisory times and needs will be established in the Principal's Office and maintained during the year. Staff members will be able to serve as computer or library room monitors, weight room supervisors, hallway supervisors, lunch time gym supervisors, and/or other supervisory functions.

SCHOOL CLOSINGS:

School closing due to stormy weather will be announced over radio and television stations WDAY, KVLV, KXJB, KFGO, The Fox and Lakes Radio.

A. Every attempt is made to communicate the school closings as early as possible. If severe weather is anticipated, please tune in one of these stations for school-related information.

B. When school closes during the school day, staff members have the responsibility to remain at the school until the school transportation for students safely returns. Staff members will be divided into "storm teams" which will alternately assume the responsibility to stay in the school until the buses return. Staff members may find another staff member to cover the responsibility, but the principal must be informed of the coverage change. Part-time staff members assume responsibility only during the duty hours to which they are regularly assigned.

GENERAL STAFF POLICIES

Purchasing Procedure:

Teachers are required to process all requests for goods and materials in the manner approved by the district. All goods and materials purchased for school use must be submitted and approved by the principal through the use of purchase orders and/or requisitions. Limitations to purchasing are established by the budgetary guidelines adopted by the Board of Education.

Purchase Orders:

The district utilizes two different forms of purchase orders. One is for local vendors and the other is for out-of-town vendors. All requests to purchase goods must be completed and approved on one of the two forms.

Requisitions:

All supply orders for the following school year must be completed according to the timelines and guidelines adopted and distributed during the course of the school year. Information will be presented to the staff regarding timelines and budgetary guides as appropriate.

Time Allowance:

The district has changed its purchase order structure to promote uniformity, accountability, and efficiency in recordkeeping to utilize computer-generated out-of-town purchase orders. Because of the system, a reasonable time allowance must be afforded before purchase orders may be presented. Please plan accordingly and allow sufficient time between submission of the request and the date materials are needed.

Checking Materials:

Once the supplies have been received, instructors are responsible to verify the contents of the shipment and confirm with the district office that the order was complete by using the pink (or designated) copy of the purchase order. Four copies of the original purchase order are generated. One is for the district office, one for the vendor, one for the purchaser, and the final copy to provide verification of the shipment. Staff members are expected to utilize the copies accordingly.

Materials for Resale:

All merchandise which the school district sells must include appropriate sales tax. This includes supplies while students purchase for use in classroom projects, parts for instruments, and virtually

all sales which could normally occur in non-school commercial enterprise. Taxes must be included and identified with submission of appropriate reports.

Complete Information:

All purchase orders and requisitions must include a complete address for the vendor in order to be processed. Purchase orders will not be processed without this information. Many of the company names and addresses are not readily available to office personnel and incomplete information delays the processing of requests.

SITE COUNCILS:

Committee Structure:

ISD Board of Education > District Staff Development Committee > Site Council

LEARNING IMPROVEMENT FACILITATION TEAM (LIFT):

In the spring of the 1998, the Board of Education adopted the shared decisions model of educational management which included the creation of the Learning Improvement Facilitation Team. The LIFT organization is intended to fulfill the responsibilities of the district in implementing a shared-decisions program to allow for more staff involvement in the decision making process, and to extend the authority of the former Staff Development Committee. The LIFT organization was created from the Staff Development Committee with expanded membership and responsibility.

The chart of responsibility and authority, which is included, provides a broad framework for the operations of the team. The LIFT team will include, as outlined, elementary and secondary staff, as well as other school representatives according to the needs of the committee. It is the expectation of the district that, as duties are more clearly defined, all members of the school staff will assume appropriate roles and functions as participants in the school improvement process.

The LIFT team will be given authority for shared-decisions from the Board of Education. The LIFT team will oversee the activities of the Elementary and Secondary Education Committees as well as the corollary groups to these teams. Community representation on the formal LIFT committee will include membership equal to or greater than that of the professional or employed staff (according to the requirements outlined in legislation related to shared decisions models of authority).

A flowchart of the organizational structure of the LIFT committee more specifically defines the duties and responsibilities of the organization. It is expected that the chairperson of the LIFT committee will not be an administrator, but will be another member representing the staff of the schools.

SCHOOL DRESS CODE:

Although the school does not have a specific dress code for instructors, staff members are encouraged to dress according to professional standards. Good judgment and common sense should provide proper guidelines to encourage a professional appearance and standards.

SUBSTITUTE TEACHERS:

At various times during the school year, staff members may require the services of substitute teachers. District guidelines regarding personal leave, professional leave, illness, and other leaves will be followed in securing substitutes for these reasons. Additionally, staff members may be assigned various duties which require the high school office to utilize a substitute. Regardless of the reason, it is expected that the staff members will provide substitute teachers with adequate information and material to conduct class.

A. Procedure for Selecting Substitutes: Historically, Barnesville has had a limited pool of substitute teachers from which to draw. In order to maintain these services, the office personnel attempts to utilize each substitute as frequently as possible. The first criterion for determining a substitute is the area of teacher certification of the substitute. All efforts are made to secure a substitute in the appropriate academic area. If no substitute in the discipline is available, the second criterion for securing a substitute is to enlist a local substitute before those from out of the community. The third criterion is to make an effort to balance the substitutes in regard to utilization.

B. Staff members are expected to notify the office as early as possible regarding an absence in an effort to allow adequate time to secure substitutes. Although illness is not predictable, appointments, professional absence, personal days, and other absences from school are generally established in advance and allow reasonable time to recruit appropriate substitutes.

C. Staff members are expected to have a sub folder on file in the office.

TRANSPORTATION REQUESTS:

At various times in the school year, teachers may require the services of school district transportation. These requests should be submitted to the Principal's office and then will be forwarded to the Superintendent's office as early as possible in order to reduce conflicts and clarify transportation schedules. Transportation requests for athletic activities should be directed to the Activities Director. Field trip requests should be submitted to the Principal.

FACILITY RESERVATIONS:

All activities occurring at the school are expected to be reported to the Principal's office and then forwarded to the District Secretary in the Office of the Superintendent. The official school calendar is kept in the Superintendent's office and all events which will utilize school facilities must be cleared through this calendar. Proper reservation forms should be completed and submitted for the request. If a conflict occurs in regard to facility reservation, every effort will be made to allow the group which first made the reservation to maintain the use of the facility. Community and Community Education conflicts will be resolved in the most appropriate manner possible.

INVENTORY:

A record of facility inventory is kept on file in the Principal's office. Changes made in inventory should be reflected in the records on file as soon as possible. Inventory lists are expected to be updated at the conclusion of each school year. Staff members are responsible for maintaining the accuracy of the information. Storage of educational materials is the responsibility of the teachers within the various academic departments and activities.

COMMUNICATIONS:

The administration encourages timely and open communication within the building, district, and among staff members, as well as the parents, students, and members of the community. Communications with parents regarding student behaviors, performance, and achievement are especially encouraged to strengthen and facilitate the overall educational process for students. Positive, as well as disciplinary communications, are to be emphasized.

COURSE SUPPLEMENTARY MATERIALS:

The administration expects that all staff members will choose supplementary materials appropriately and in accordance with state and national laws regarding copyright, distribution and publication. Consideration of sensitive topics and issues ought to be handled with great care and caution. Community standards, good judgment, student development and capacity, and common sense should provide the guidelines in regard to selection of supplementary education materials.

END OF YEAR/CLOSING SCHOOL PROCEDURES:

At the end of the school year, staff members are expected to complete all activities in a timely and orderly fashion. Room, supply and textbook inventories, recording of quarter and final grades, return of grade books and final tests, storage of equipment and supplies, return of school keys and properties, listing of failures and debts owed the school, and all other check-out procedures must be properly completed and verified. Room clean-up is the responsibility of the individual instructor and all rooms will be inspected for propriety. Final paychecks may be withheld until the district is satisfied with the school closing procedures.

During the final student days of the school year, a final test schedule may be developed and utilized. Teachers are expected to utilize this time appropriately and effectively for educational purposes.

REIMBURSEMENT FOR EXPENSES:

The Board of Education has adopted a reimbursement policy for the 2001-02 school year which includes lodging (actual cost, receipt required), travel by public carrier (actual cost, receipt required), travel by private vehicle, meals (breakfast at \$7.00, lunch at \$9.00, and dinner at \$20.00), and other necessary expenses. Requests for reimbursement must be referred on the appropriate forms to the Principal's office for submission to the Business Office.

OBSERVATION SCHEDULES:

All certified staff members employed by the district are placed on a schedule for formal professional observation and evaluation. The overall goal of this observation and evaluation process is to encourage and cultivate professional development. Non-tenured staff members are, according to state statute, observed three times annually. As a general practice, tenured staff members are observed on an alternating year basis. The district, however, reserves the right to alter the schedule to meet district needs and/or deal with issues of concern as they are presented. Additionally, to maintain a balance (in regard to the number of observations required yearly), the administration reserves the right to alter the year in which observations are conducted. A yearly schedule of observations will be produced by the Principal to indicate the schedule of observations/evaluations for certified staff members.

STORM TEAMS:

Storm teams shall be established each year to provide for supervision of students should it be necessary to maintain or house students at the school because of inclement weather. Two different storm teams will be established to alternate responsibility for supervision. Whenever school dismisses because of inclement weather, the teachers assigned to the appropriate storm team are required to remain at the school until all the students have been returned safely home. Half of the certified staff will be assigned to each of the storm teams. Teachers may, with approval from administration, voluntarily serve for another teacher to allow individuals who must travel a distance or who have small children to leave when school is dismissed as long as a full contingent from the storm team is available to meet the needs of students.

MAINTENANCE:

When requesting to have maintenance fix, repair, etc., staff must fill out a Maintenance Request form and return it to the building principal. Please do not contact the custodian. The paper work must be completed first.

TECHNOLOGY:

When requesting to have maintenance - fix, repair, etc., staff must fill out a Technology Maintenance Request form and return it to the building principal. Please do not contact the custodian or technology coordinator. The paper work must be completed first.

LESSON PLANS:

ELEMENTARY: Lesson plans are due 8:30 a.m. Monday. Grade levels may write lesson plans together.

HIGH SCHOOL: Lesson plans are due 8:30 a.m. Monday for all non-tenured teachers.

Staff Handbook 2005-2006
TEACHER-STUDENT POLICIES

HIGH SCHOOL

GENERAL CLASSROOM GUIDELINES:

There are many areas of policy and conduct in which specific classroom instructors have discretion in order to provide an orderly classroom and educational environment. Each teacher has the right to establish his or her own classroom and behavior expectations and may want to enforce consequences for noncompliance.

A. Instructors are expected to clearly develop and communicate classroom guidelines and expectations to the students and enforce them with consistency. Students are expected to follow the guidelines developed and communicated by the classroom instructor and other school personnel.

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B. Teachers are expected to handle routine disciplinary matters themselves for their own classrooms.

C. Teachers should attempt to employ a variety of classroom management techniques to confer with students on an individual basis and to take necessary and appropriate disciplinary actions to diffuse potentially disruptive behaviors.

D. Refusal of the student to abide by the clearly communicated classroom requirements may constitute insubordination and will be dealt with under the provisions of the school disciplinary policy.

E. When a situation occurs which is out of the ordinary, the teacher should contact parents and refer the student to administration for appropriate disciplinary action.

F. If, in the teacher's judgment, a student's behavior becomes so disruptive to the educational environment that it infringes upon the teacher's right to teach and the other students' right to learn, then the teacher should dismiss the student from class and immediately send him/her to the office with a discipline referral describing the incident.

STUDENT AIDE POLICY:

Students in Barnesville High School are normally scheduled into seven course assignments during the day. As an alternative to the seven class period assignment, students who are juniors or seniors may elect to serve as a student volunteer aide.

**Juniors who elect to serve as an aide will receive a maximum of one-half credit (for a full year).

**Seniors may receive up to a full credit for service as a student aide.

**Students who choose to serve as an aide must coordinate an appropriate schedule with a teacher or the office and file the proper forms in the principal's office.

**Students may choose to receive either pass/fail graduation credit or voluntary youth service credit for their work as an aide.

**Student aides who may be recorded on the academically ineligible list must report to the classroom in which the performance is unsatisfactory during the regularly assigned aide period until classroom performance returns to a satisfactory/passing level.

**Teachers are to assume responsibility for the aides, just as if the students were enrolled in a regular class.

**Teachers are expected to assign appropriate tasks to the student aides. Students are to remain in the teacher's area and are not to be sent to the Commons or other areas without the approval of another supervising teacher.

**Student aides sent to the office or other locations within the school must have a pass in their possession.

**Only student aides with authorization from an instructor may utilize the copy machines. The students must receive instruction in the use of the copy machines.

**Student aides should be chosen carefully with attention given to responsibility, dependability, and respect for students/staff. Teachers may request that students who do not demonstrate these qualities be removed from the privilege of serving as an aide.

**Students who do not fulfill the obligations or responsibilities of the aide position in a responsible, appropriate, and professional manner may be removed from the position and placed in a regularly scheduled classroom at the direction of the cooperating teacher or administration.

PASS/NO CREDIT POLICY:

Senior high students may elect to take up to one credit each year on a Pass/No Credit basis.

A. Students electing this option complete a course in the normal fashion, but grading is based solely on satisfactory completion of the assigned work. Successful completion of the work earns a grade of “pass” (P) which does not affect a student’s grade point average. Unsuccessful completion of the course is marked with “no credit” (NC).

B. The choice of courses taken under the pass/no credit option should be carefully considered by the student. It is generally recommended that core or required courses not be taken on a pass/no credit basis. It is also recommended that courses which may apply to a student’s future career or educational path not be taken on a pass/no credit basis. Instructors are encouraged to be honest with students regarding the desire to take courses in this fashion and give appropriate feedback to students regarding the benefits/costs to completing the course in this fashion.

C. The deadlines for making a pass/no credit option decision are three weeks after the start of the school year and two weeks into the start of the second semester. A decision on pass/no credit option for a year-long course must be made at the start of the school year.

STUDENT ANNOUNCEMENTS:

Student announcements will be distributed to the classrooms with the daily attendance sheets by the end of 1st hour whenever possible. *Teachers (or a designated student) will read the announcements in class during 2nd hour.* Student announcements will also be posted in the classrooms, in the library, and outside the school office for reference. Teachers or students may place announcements for publication, but student announcements must be authorized by an instructor.

STUDENT ASSEMBLIES AND MEETINGS:

Staff members are required to be in attendance, to strategically place themselves among the students, and to encourage appropriate behaviors at school assemblies held during the normal school day. In addition, staff members who establish meeting times with students during other times are expected to be in attendance at the meetings to provide proper supervision.

HOMEROOMS:

Homerooms will be comprised of a mixture of seventh through twelfth grade students with the general purpose of providing an opportunity for students and staff to develop interpersonal relationships outside of the classroom. Activities conducted in the homeroom will include review of handbooks and policies, personal goal-setting and planning, activity record-keeping, conference preparation, scheduling activities, discussion of graduation requirements, and a variety of other issues.

PARENT-TEACHER CONFERENCES:

Conferences are held in the high school twice a year. These conferences can be of great value to the student, parents, and teachers. Parents are invited to visit the school during these conferences and are invited to visit their students classroom at any time during the school year. Teachers are expected to

participate in the conferences and encouraged to avoid any conflicts with scheduling personal activities during conference dates.

PROGRESS REPORTS:

Progress reports will be mailed to parents during the middle of each grading period. The high school operates on a quarterly basis with each quarter approximately nine weeks in length. Progress reports are scheduled for release approximately during the middle of the grading period. Teachers are required to file progress reports for all high school students.

TEACHER-STUDENT POLICIES

ELEMENTARY

GENERAL CLASSROOM GUIDELINES:

There are many areas of policy and conduct in which specific classroom instructors have discretion in order to provide an orderly classroom and education environment. Each teacher has the right to establish his or her own classroom behavior expectations and may want to enforce consequences for noncompliance.

A. Instructors are expected to clearly develop and communicate classroom guidelines and expectations to the students and enforce them with consistency. Students are expected to follow the guidelines developed and communicated by the classroom instructor and other school personnel.

B. Teachers are expected to handle routine disciplinary matters themselves for their own classrooms.

C. Teachers should attempt to employ a variety of classroom management techniques, to confer with students on an individual basis, and to take necessary and appropriate disciplinary actions to diffuse potentially disruptive behaviors.

D. Refusal of the student to abide by the clearly communicated classroom requirements may constitute insubordination and will be dealt with under the provisions of the school disciplinary policy.

E. When a situation occurs which is out of the ordinary, the teacher should contact parents and refer the student to administration for appropriate disciplinary action.

F. If in the teacher's judgment, a student's behavior becomes so disruptive to the educational environment that it infringes upon the teacher's right to teach and the other students' right to learn, then the teachers should dismiss the student from class and immediately send him/her to the office with a discipline referral describing the incident.

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PARENT-TEACHER CONFERENCES:

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REPORT CARDS AND CONFERENCES:

Report cards will be issued at the end of every nine weeks (four times) and in addition, a conference will be held at the end of the first reporting period for all students. A second conference will be scheduled by request at the end of the third reporting period. If a teacher is considering retaining a student, she/he must inform the principal before the last conference or at the end of the third reporting period.

EMPLOYEE DISCIPLINE POLICY

SECTION 1. The purpose of this article is to provide direction in regard to employee discipline to ensure standards of professional behavior within the district.

SECTION 2. Any disciplinary action will comply with law and regulation, will be fair and equitable and will be consistent with the principle of progressive discipline. At the discretion of the supervisor, any or all of the following steps may be waived due to the nature of the incident.

BARNESVILLE PUBLIC SCHOOLS ALCOHOL AND DRUG USE POLICIES: EMPLOYEE CHEMICAL POLICY

PERSONNEL:

Professional and non-professional personnel shall avoid the use and/or abuse of illegal drugs at all times. The valid use of prescription drugs or medications is not considered illegal. Personnel should be aware that the abuse of legal chemicals, including alcohol, has a detrimental effect on their credibility as school employees and that any legal action taken against them because of such abuse may be reason for disciplinary action by the employer. Such disciplinary action will conform to the collective bargaining agreements. Alcoholic beverages should not be used with in a school building or at any school-sponsored activity where students are present.

STAFF DEVELOPMENT:

All professional and non-professional staff shall be provided training and professional development to: A. sensitize them about drugs and alcohol in our society; B. facilitate recognition of indicators of these substances; C. familiarize them with state and local policies and programs relating to drugs and alcohol and; D. sensitize them to possible relationships between drugs and alcohol and other problems that may put learners at risk in the learning process.

REPORTING CHEMICAL USE:

All teachers who know or have reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify a school administrator and then make a report to the school's chemical abuse pre-assessment team.

BOARD OF EDUCATION DISTRICT #146 POLICY ON RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE

GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 146 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 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 of a sexual nature or regarding religion and race as defined by this policy.

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.

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 pupil, teacher, administrator or other school personnel who is found to have violated this policy.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

SEXUAL HARASSMENT; DEFINITION:

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

- i. submission to that conduct or communications made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or obtaining an education;
- or
- ii. 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
- iii. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include, but is not limited to:

- i. unwelcome verbal harassment or abuse;
- ii. unwelcome pressure for sexual activity;
- iii. 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;
- iv. unwelcome sexual behavior or works, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status. or
- v. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to individual’s employment or educational status; or an
- vi. unwelcome behavior or works directed at an individual because of gender.

RACIAL HARASSMENT; DEFINITION:

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

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

RELIGIOUS HARASSMENT; DEFINITION:

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

- i. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- ii. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performances; or
- iii. otherwise adversely affects an individual's employment or academic opportunities.

SEXUAL VIOLENCE; DEFINITION:

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:

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

RACIAL VIOLENCE; DEFINITION:

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

RELIGIOUS VIOLENCE; DEFINITION:

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

ASSAULT; DEFINITION:

Assault is:

- i. an act done with intent to cause fear in another of immediate bodily harm or death;
- ii. the intentional infliction of or attempt to inflict bodily harm upon another; or
- iii. 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 pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct with, 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 District Human Rights Officer or to the Superintendent.

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 School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but 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. 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.

IN THE DISTRICT.

The School Board hereby designates Kyle Gylland as the School district Human Rights Officer 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.

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

SUBMISSION OF GOOD FAITH COMPLAINT

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

INVESTIGATION

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 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 individuals against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed 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 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.

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 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 written report to the Superintendent upon completion of an 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 or 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, remediation, termination or

discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

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

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 reports 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.

RIGHTS TO ALTERNATIVE COMPLAINT PROCEDURES

The 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 MN Stat. 626.556 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 throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall appear in 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.

DRUG FREE/WEAPON FREE POLICY

November 1994

Effective August 1, 1991, a Weapon Free provision was added to Minnesota Statute 152.021-152.023 and 609.66 which address Drug Free Zones in schools, parks, and public housing zones. It shall be the policy of

Independent School District No. 146, Barnesville Public School, to subscribe to Minnesota State law regarding its Drug Free/Weapon Free policy. This law has provisions that address persons caught possessing, using, or selling drugs or anyone caught possessing using or recklessly handling a dangerous weapon, may be subject to increased penalties.

The Drug Free/Weapon Free Zone is defined as being within the confines of and distances within one city block or 300 feet of any Minnesota school, park, public housing project, or school bus carrying students.

Drugs are defined as any illegal substances as identified by law. Weapons are defined as any firearm or dangerous weapon that can be used to inflict a wound and/or harm to another person or to inflict damage to property.

Juveniles who are convicted of violating the Drug Free/Weapon Free Zone and who are at least fourteen years old can be treated as an adult and sentenced in an adult court. Students who violate the above may be immediately suspended out of school, may be referred to law enforcement officials, and may be submitted to the School Board for expulsion.

Students who bring firearms to school or school property are required to be expelled from school for a period of not less than one year under the Gun-Free Schools Act of March 31, 1994. The local education agency's chief administrating officer may modify the expulsion requirement of a case-by-case basis for students with disabilities in accordance with the requirement of Part B of the Individuals With Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act. While the minimum sanction of a one year expulsion from the school of attendance is required it does not preclude enrollment by the student in an alternative education program. Said programs are offered in Fergus Falls, MN and by the Y.E.S. program in Moorhead, MN.

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PROCEDURES RESOLVING CITIZEN COMPLAINTS POLICY

PURPOSE:

The following procedures shall be instituted in order to allow an orderly and appropriate flow of communication between citizens and school district employees to provide a systematic and expedient resolution of concerns regarding school issues; and to provide for a full disclosure of complaints, criticisms, suggestions and the ultimate resolution of such to both the employee and the complainant. All conflicts between citizens and employees shall be resolved in a manner best serving the needs of the constituents participating in the program with respect for the professional expertise of the employee and with regard for the rights of parents and citizens to express concerns regarding school programs.

PROCEDURES:

SUBD. 1. Initial communication will be made with the employee so that the complaint and the employee may attempt to resolve the issue at this level.

SUBD. 2. If complaint is not resolved, the complainant shall be advised by the employee that he has the right to go to the employees immediate supervisor. Either person may seek the advice of the appropriate supervisor. The supervisor will make a log entry.

SUBD. 3. If the complaint is still not resolved, it must be submitted in writing to the supervisor. The supervisor shall then examine the situation and respond in writing to the complainant and the employee

as to the findings and take whatever action, if any, appears necessary. This step shall be documented in the supervisors log.

SUBD. 4. The complainant or employee may appeal the decision of the supervisor to the Superintendent of Schools. He/she may reaffirm, or reverse the recommendation of request an alternative solution. This action shall be noted in the superintendent's log.

SUBD. 5. The complainant or employee may appeal the decision of the Superintendent of Schools to the Board of Education. The decision of the Board is final.

SUBD. 6. Any employee discipline resulting from a parental complaint shall be done according to the Employee Discipline Policy.

REVIEW OF CURRICULUM CONTENT AND ALTERNATIVE INSTRUCTION

STATEMENT OF INTENT:

The Barnesville School District believes in the principles of intellectual freedom. Members of the community are welcome to review curriculum and instructional materials. Any parent, guardian, or adult student in District 146 may express concerns about the content of instructional materials in the district's educational program. Whenever a concern is expressed, the district will respond in accordance with the procedures described herein.

The intent of this procedure is to provide parents, guardians, and adult students the opportunity to review instructional materials, address concerns, and propose alternative instruction for the individual student. The intent is not to interfere with the rights of others to receive the instruction in question nor does it relieve the student from meeting state and district requirements or essential learner outcomes.

PROCEDURE:

When a parent, guardian, or adult student (hereafter referred to as "person") indicates a concern regarding the content of instructional materials, this procedure will be followed:

- A. Request for review of material
 1. Each request for review of material will be directed to the building principal.
 2. The principal will:
 - a. treat each concerned person's request with confidentiality;
 - b. try to resolve the questions of the concerned person(s) during the initial contact;
 - c. provide and explain the Minnesota state statute and the school district's policy and procedure;
 - d. inform the concerned person(s) that the student is not required to be exposed to the questioned material but will be required to meet the essential learner outcome;
 - e. inform the classroom instructor(s) and the affected department, if appropriate, of the materials in question.

- B. Opportunity to review materials

1. School responsibility
 - a. All adopted curricular and instructional materials (including adopted learner outcomes, print material and film/video with descriptive narrative) will be available for review:
 1. by appointment with the principal;
 2. in the principal's office (or other reasonably private location);

3. and for check-out through the principal's office personnel for one week's time.
 - b. Outside speakers, spontaneous classroom discussion, and current events materials are not considered part of the planned content of instruction. These curriculum areas, therefore, are exempt from the requirement for prior review.
2. Parent, guardian or adult student responsibility
 - a. Review materials during designated times.
 - b. If a concern is identified, the person(s) will complete the "Statement of Concern Regarding Instructional Content" form specifically detailing the portion of instructional content to which objection is made.
- C. Alternative instruction
 1. School Responsibility
 - a. Upon receipt of a statement of concern, school personnel may propose one alternative form of instruction in place of the material in question.
 - b. The building principal will facilitate a meeting among the concerned parties and, if appropriate, present the school proposal for alternative instruction as described in the "Alternative Instruction Contract" form.

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2. Parent, guardian or adult student responsibility
 - a. The person(s) will respond to the school proposal for alternative instruction.
 - b. If the school proposal is rejected, the person(s) will develop an alternative plan at no cost to the district.
 - c. The proposed plan must address the district learner outcomes.
- D. Assessment procedures
 1. School Responsibility
 - a. School personnel will determine an appropriate assessment.
 - b. The school district and its instructors will not impose academic or social penalties as a result of alternative assessment.
 2. Student responsibility
 - a. The student will complete the appropriate assessment in accordance with the agreed upon alternative instructional contract.
 - b. When the contract is completed and the specified outcome met, the student will be granted completion credit or a grade for the work.

INTERNET ACCEPTABLE USE POLICY

September 1996 (Amended, August 21, 1997)

In order for a student/employee to use the Barnesville Public Schools Internet connection, they must read these guidelines and sign the contract. The contract must also be signed by a parent or guardian or the employee.

GUIDELINES FOR USE

Internet is a vast, global network, linking computers at universities, high schools, science labs, and other sites. Through Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading on Internet, many of which are of educational value. Because of its enormous size, Internet's potential is boundless. It is possible to speak with everyone from prominent scientists to world leaders to a friend at college. However, with such great potential for education, also comes some potential for abuse. It is the purpose of this list of guidelines, as well as the contract for Internet use, to make sure that all who use Internet, both students and faculty, use this valuable resource in an appropriate manner.

The most important prerequisite for someone to search the Internet is that he/she take full responsibility for his/her own actions. The Barnesville Public School system, along with the other organizations sponsoring this Internet link-up, will not be liable for the action of anyone connecting to Internet through this hook-up. All users shall assume full liability, legal, financial or otherwise, for their actions.

In addition, the Barnesville Public School system takes no responsibility for any information or materials that are transferred through Internet.

Because of the size of Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find materials which may be deemed inappropriate while on the Internet, he/she shall refrain from downloading this material, and shall not identify or share the location of this material. Be aware that the transfer of certain kinds of materials are illegal, and punishable by fine or jail sentence.

The Barnesville Public School system makes no guarantees, implied or otherwise, regarding the reliability of data connection. Neither Barnesville Public Schools, nor the sponsor organizations, shall be liable for any loss or corruption of data resulting while using the Internet connection.

The Barnesville Public School system reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations.

No user shall use this Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network.

The Barnesville Public School administration reserves the right to change these rules at any time without notice.

The Barnesville Public School system strongly condemns the illegal distribution of software, otherwise known as pirating. Any students/employees caught transferring such files through Internet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

Finally, all users should keep in mind that when they use Internet, they are entering a global community, and any actions taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical and legal manner.

CONTRACT REGARDING THE USE OF INTERNET

I, _____ accept and agree to abide by the following rules. I agree to abide by all rules adopted by Barnesville Public Schools for Internet use.

I realize that the primary purpose of the Barnesville Public Schools Internet connection is educational, and that as such, educational purpose shall take precedence over all others.

I realize that the use of Internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties, including revoking of account, disciplinary action, and/or legal action.

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I agree not to participate in the transfer of inappropriate or illegal materials through the Barnesville Public School Internet connection. I realize that in some cases, the transfer of such material may result in legal action against me.

I agree not to participate in the transfer of material which may be considered treasonous or subversive via the Barnesville Public Schools Internet connection.

I release the Barnesville Public School system and all other organizations related to the Barnesville Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of Internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the Internet.

HAZING PROHIBITION

October, 1997

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 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.

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.

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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 of 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.

REPORTING PROCEDURES

A. Any person who believes he/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.

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 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.

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School district action taken for violation of this policy will be consistent with the requirements of applicable bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

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.

DATA PRIVACY GUIDELINES

Transcripts may be made of student and staff records for the use of the individual or forwarded to another school, agency, or individual on the expressed written consent of the parent, guardian or student (if of legal age). There may be no fee charged for this service. In addition to the custodian of the records, others that may have access to the records are:

Student Records: All offices and certified staff members of the school district, and of contracting agencies only with the permission of the designated custodian of the records. Secretaries and office personnel as designated by the custodian of the records.

Staff Records: Officers of the school district and administrative personnel with the permission of the designated custodian of the records. Secretaries and office personnel as designated by the custodian of the records.

All Records: Will be available to the individual, the legal parent, or guardian and may be inspected by the aforementioned individual in the presence of the custodian of the records or his/her designee.

Correction of Records: Parents, eligible students, or employees will have the opportunity to seek the correction of records through a request to amend, or a hearing permitting the aforementioned parties to place a statement in the educational records.

Notice of Rights: The custodian of the records shall give parents, legal guardians, or employees annual notice of their rights in English and the primary language, if other than English.

NOTIFICATION REGARDING DATA PRIVACY - PUPIL RECORDS

Every district must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. Parents, guardians and eligible students are permitted to inspect and review educational records related to the student which are collected, maintained, or used by the district without unnecessary delay. The only time a parent can be denied access is

When a divorce or separation agreement or court order has a clause denying said right. Also, upon request, a list of the types and locations of educational records collected, maintained, or used by the school district will be given. If there is incorrect, inaccurate or misleading information in a student's records, the parent, guardian or student has the right to challenge the content of the records and make a written request to the principal to have the material corrected or removed. The district will decide within a reasonable period of time, whether to change the record in accordance with the request. If the district decides not to make changes, it will tell you, and advise you that you have the right to a hearing

The school district may charge a fee for copies of records which they make for you if the fee does not prevent you from inspecting and reviewing the records. The district may not charge a fee to find the records for you.

DATA PRIVACY SCHOOL DISTRICT RESPONSIBILITIES

It is imperative that all staff working with student records be made aware of school district guidelines. These guidelines are summarized below. An educational record is defined to be “any record pertinent to a student which is maintained by the school or its agent”. All personnel who have any student records responsibility (counselors, social workers, teachers, clerical personnel, etc.) should be aware of these guidelines.

ANNUAL NOTIFICATION:

At least once each year, parents are informed, in writing, of their rights under the privacy laws.

RELEASE OF DIRECTORY INFORMATION:

Directory information is defined in our district as student and parent name(s), address(es), birth date, birthplace, attendance dates, previous school(s) attended, and information related to athletics, degrees, and awards. Such information is public and by law must be released upon request to any third party. However, directory information release may be delayed if, in the judgment of the principal, or the designated representative, such information may jeopardize the health and safety of the student or his family.

FORWARDING RECORDS TO OTHER SCHOOLS

A. School records should be forwarded upon student transfer or withdrawal to any other school, college or educational agency upon their request without parental permission. If the parent or adult student has signed the appropriate form refusing or restricting the release of such information, those directions must be followed.

B. Parents or adult students have the right to take copies of school records with them, although a reasonable charge may be made for copies of the records (actual copying costs).

RIGHT TO HEARING

If parents wish to challenge the accuracy of a student’s records, the building principal and other school personnel, as appropriate, shall meet to decide whether or not to change the record. Course grades or marks may not be challenged except as to the accuracy of recording. If it is decided that a record should not be changed, the parents should be informed of their right to a hearing.

NONCUSTODIAL PARENTS

Noncustodial parents (a parent who does not have custody of a given child after a divorce action but who does have the right of visitation) does have the right to full and complete information about his/her child unless specified otherwise by court order. When the child enrolls in school, request from the custodial parent a copy of the court order indicating the custody arrangement and records restriction, if any. This procedure protects all parties involved. If you receive a request for student or parent information from the noncustodial parent, do the following:

A. Inform the noncustodial parent that he/she has a right to this information (unless otherwise restricted by a court order on file). However, district procedures does require that custodial parent be notified before any information is released. Until this notification is made, no information is to be released about the child. After notification of the custodial parent, the noncustodial parent should be contacted and, except in extraordinary circumstances, as outlined in (B) below, the requested information should be released.

B. In contacting the custodial parent, inform him/her of the information request and that the district must release this information. Also, inform the parent that the district can assist in delaying the release only by a court order. We would delay, within the law, any release of information that might jeopardize the health or welfare of any student or parent.

RECORDS SUBPOENA

When student records have been subpoenaed by a court of law, the district is required to make a reasonable attempt to notify the parent prior to releasing the records. It is suggested that a brief letter be sent to the parents informing them that the school district is required by law to produce the school records in court. Records delivered under subpoena should be copies and not the original records.

ACCESS RECORDS

The law requires that the list of persons accessing a student's record file be kept updated, accurate and complete. Forms are attached for this purpose and should be kept, at all times, in the student's cumulative folder. Staff only need to sign the form once each school year if they are making frequent access to the student record. It is essential that the student record be kept in a central, secure location at all times. If any portion of the record is taken elsewhere by authorized personnel, make certain a note to that effect is placed in the folder.

To avoid complications, inconsistencies and possible litigation or damages, it is essential that all involved staff understand and follow regulations regarding the privacy laws.

STUDENT MEDICATION

I. **PURPOSE** - The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency medication to students.

II. **GENERAL STATEMENT OF POLICY** - The school district acknowledges that some students may require prescribed drugs or medication during the school day. The district's licensed school nurse, trained health clerk, principal or teacher will administer prescribed medications in accordance with school district procedures.

III. **REQUIREMENTS**

A. No prescription medication or medicine that may be purchased without a prescription will be administered during the school day by school personnel unless prescribed by a licensed prescriber and an authorization is signed by the student's parent/guardian.

B. An "Administration Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.

C. Prescription medication must come to school in a container appropriately labeled for the student by the pharmacy.

D. Nonprescription medications must come in the original container. This must be accompanied with a licensed prescriber's written order and signature when being administered by the school district.

E. Prescription medications are not to be carried by the student unless there is a written agreement between the school district and the parent. Medications will be left with the appropriate school district personnel, except as noted in a written agreement between the school district and the parent or as specified in an IEP (individual education plan) or IHP (individual health plan).

F. The school must be notified immediately by the parent or student over 18 in writing of any change in the student's medication or if the medication is no longer required. A new container label with new pharmacy instructions shall be required within two days of the change.

G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

H. The school nurse, or other designated person, shall be responsible for the filing of Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization (if appropriately contracted by the school district under Minn. Stat. 123.35, subd. 17(2) or (3)). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the School Board for approval. Upon approval by the School board, such guidelines and procedures shall be an addendum to this policy.

J. **NOT COVERED BY THIS POLICY**

1. Special health treatments such as catheterization, tracheotomy, suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine.
 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.
 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
 4. This policy does not apply to drugs or medicines used at school in connection with services for which a minor may give effective consent.
 5. The provisions of this policy do not apply to medications:
 - (a) that are used off school grounds
 - (b) that are used in connection with athletics or extracurricular activities; or
 - (c) that are used in connection with activities that occur before or after the regular school day.
- K. "Parent" for students over 18 is the student.