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Serving the Districts of:

Blue Earth Area

Fairmont Area

Granada Huntley East Chain

Martin County West

United South Central

Southern Plains Arise Academy Student Handbook

2023-2024

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The following items pertain to ALL Southern Plains Programs

School Expectations

At school, our rules and expectations can be summed up in our three expectations:

Be Respectful
Be Responsible
Be Safe

We strive for a safe and positive school. We treat ourselves and others with respect. We take responsibility for our learning and behavior.

Mission Statement

Southern Plains Education Cooperative (SPEC) understands the importance of meeting the needs of all learners. The primary goal of the Southern Plains Programs is to equip students with the tools they need for academic, personal, and social achievement. We believe that all individuals are unique and valuable and are deserving of respect. The school board recognizes that some students may become successful learners if given an opportunity to learn in a different environment and through different learning styles. Each and every person can learn. It is our belief that emotional, physical, and social well-being enhance learning. Learning occurs most effectively when there are positive partnerships among students, staff, family, and community.

Arrival & Dismissal Hours

The student school day begins at 8:20 a.m. and ends at 3:00 p.m. To ensure that students are not on school property without adult supervision, students are not to be dropped off at school prior to 8:00 a.m. If an early arrival (prior to 8:00 a.m.) or late departure (after 3:00 p.m.) is needed, a request can be made by calling the school office at 507-235-4099. Such requests will be considered on a case by case basis depending on the availability of adult supervision.

School Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found by going to southernplainedcoop.org and clicking on "Arise Academy." A printed copy of the calendar is available upon request.

Academic Credit

Graduation credit requirements have been set forth by the Southern Plains Education Cooperative School Board. The school board is composed of one member from each of the cooperative's school districts. Upon referral to Arise Academy, the student's transcripts will be requested from all high schools attended. All credit earned at previous high schools, will be transferred in as the credit was earned. For example, if a

class is credited to a transcript at a “math” credit, it will be transferred in as a “math” credit.

Once at Arise Academy, a student earns credit in quarter (.25) increments based on successful completion of course material and attendance requirements for that course.

Graduation Requirements

Students attending Arise Academy must meet the graduation requirements as set forth by the Southern Plains Education Cooperative School Board. In short, students must complete the following requirements:

- 4.0 English/Language Arts*
- 3.5 Social Studies*
- 3.0 Mathematics*
- 3.0 Science*
- 1.0 Health/Physical Education*
- 1.0 Art*
- 7.5 Electives inclusive of Career & Life Prep*

A full copy of the graduation policy is available upon request.

In addition, students in the state of Minnesota are required to take graduation assessments as outlined by state law. Assessment requirements vary by graduation standard year and will be evaluated for each student on an individual basis.

Post Secondary Education Options (PSEO)

Postsecondary Enrollment Options (PSEO) is a program that allows students in their junior or senior year to earn college credit while in high school. PSEO is open to 11th and 12th grade students. Each college or university that offers PSEO sets their own requirements for enrollment into the program. Students should collaborate with school staff in addition to identifying the college or university’s requirements to see if PSEO is right for them.

Students may take PSEO courses on a full or part-time basis. Credits earned through PSEO are counted as college and high school credits toward graduation. To assist Arise Academy in planning, students must notify the school of their intent to enroll in PSEO sources for the following school year by May 30th of each year.

Further information can be found by going to:
<https://education.mn.gov/MDE/fam/dual/pseo/>

School Meals Policy

(Policy #534)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) [found online](#) at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: [\(202\) 690-7442](tel:2026907442); or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Meal Rates for 2023-2024 School Year

All students may receive one (1) breakfast and one (1) lunch free each day. Each meal includes 1 carton of milk. Students may purchase additional:

- Milk: \$.50
- Breakfast: \$2.25
- Lunch: \$4.95

Purpose

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the cooperative's nutrition program and that cooperative employees, families, and students have a shared understanding of expectations regarding meal charges. The policy

of the cooperative is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

Payment of Meals

- A. Students have use of a meal account. Low and negative account balances will be handled as follows:
1. When a student's lunch account balance is less than or equal to \$5.00, an email alert will be sent to the parent/guardian.
 2. When a student's lunch account goes negative, the parent/guardian will receive a phone message. The student may not purchase extra items such as an extra milk.
 3. When a student's lunch account reaches a -\$10 balance, a letter will be mailed to the parent/guardian.
 4. When a student's lunch account is greater than -\$40, a second letter will be mailed to the parent/guardian requesting that a meeting be scheduled with the director to resolve the issue.
 5. Families may send lunch money with students, drop it off in the main office of the school, or mail to:
Southern Plains Arise Academy
Attn: Julie Stoltz
1200 N. Park St.
Fairmont, MN 56031
- B. A school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
- C. Each school that participates in the free school meals program must:
- Participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
 - Provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
- D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meal balance.
- E. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- F. If a parent or guardian chooses to send in one payment that is to be divided

between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

Low or Negative Account Balances-Notification

- A. The cooperative will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$5 and also when the balance reaches \$.02 . Automated phone messages will be delivered four times a week and families may also elect to receive email notifications.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternate meals not specifically related to dietary needs; providing non reimbursable meals; or affixing stickers, stamps, or pins.

Unpaid Meal Charges

- A. The cooperative will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-free meals for their children.
- B. The cooperative will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$10, not paid prior to the end of the school year, will be turned over to the director for collection. In some instances, the cooperative does use a collection agency to collect unpaid meal debts after reasonable efforts have been made by the cooperative to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The cooperative may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The cooperative will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid meal balances. The cooperative will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid meal balance.

Communication of Policy

- A. This policy and any pertinent supporting information shall be provided in writing

- (i.e., mail, email, back to school packet, student handbook, etc) to:
- a. All households at or before the start of the school year;
 - b. Students and families who transfer into the cooperative, at the time of enrollment; and
 - c. All cooperative personnel who are responsible for enforcing this policy.
- B. The cooperative will post this policy on the cooperative’s website, or the website of the organization where the meal is served, in addition to providing the required notification described above.
- C. If the cooperative contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The cooperative will ensure that any third-party provider with whom the cooperative enters into either an original or modified contract after July 1, 2021, adheres to the cooperative’s school meal policy.

Wellness

(Policy #533)

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

The building water supply is tested for lead in water. Results are available for review upon request from the Southern Plains Education Cooperative Office.

Equal Educational Opportunity

It is the cooperative’s policy to provide an equal educational opportunity for all students. Southern Plains Education Cooperative does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. Southern Plains Education Cooperative makes reasonable accommodations for students with disabilities.

Students with Disabilities

(Policy #521)

The purpose of this policy is to protect students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need services, accommodations, or programs in order to receive a free appropriate public education (FAPE). A learner eligible for protections under Section 504 is one who:

- Has a physical or mental impairment that substantially limits one or more of such person’s major life activities
- Has a record of such impairment
- Is regarded as having such impairment

A learner does not need to be eligible for special education services as defined by the Individuals with Disabilities Education Act in order to be eligible for programs under the provisions of Section 504.

It is the responsibility of the cooperative to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners receive FAPE.

Should you encounter further questions or concerns in relation to the provisions of Section 504, please contact the School Social Worker, Abbie Johnson, at 507-235-4099.

Student Sex Nondiscrimination *(Policy #522)*

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. SPEC provides equal educational opportunity for all students, and does not lawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the cooperative on the basis of sex.

Any student who believes that they have been a victim of unlawful sex discrimination by a teacher, administrator, or other school personnel should contact the Assistant Special Education Director/Principal, Stephanie Schmitz, at 507-235-4099.

Pledge of Allegiance *(Policy #531)*

Southern Plains Education Cooperative recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect for the flag. Students in this cooperative shall recite the Pledge of Allegiance to the flag of the United States of America a minimum of one time each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students and school personnel will respect another person's right to make that choice. Students choosing not to participate will be asked to sit quietly until the Pledge of Allegiance has been recited.

Referral & Eligibility

Southern Plains Education Cooperative believes that all children deserve to be educated in their least restrictive environment. For this reason, a referral to one of the Southern Plains Programs at Arise Academy in Fairmont will be made only after all efforts have been made to provide the best possible education program in the child's resident school district. For further referral and eligibility information, please connect with your child's school district.

Definition of School of Location

School location includes any school building, grounds, whether leased, rented, owned, or controlled by the cooperative, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under jurisdiction of the cooperative.

School Visitors

Prospective students and families who wish to visit Southern Plains Programs should make arrangements through the special education Principal in their resident cooperative. All visits must be arranged as far in advance as is possible. All visitors must stop and register in the designated office location prior to entering any other school area.

An individual or group may be denied permission to visit a school or school property and such permission may be revoked if the visitor does not comply with district regulations or if the visit is not in the best interest of students, employees, or the cooperative. An individual or group who enters school property without complying with procedures may be guilty of criminal trespass and thus subject to criminal penalty.

We at Southern Plains Education Cooperative respect your child's right to privacy. In order to ensure that this right to privacy is maintained for all children, all visitors, including parents, must sign in at the main office on the first floor of the building and wait for further guidance.

School Volunteers

An individual or group wishing to volunteer in any capacity must make arrangements through the School Social Worker or the Principal. This request will be approved or denied based on the instructional intent, the interruption to the educational environment, and possible violations of the Family Educational Rights and Privacy Act (FERPA). All efforts will be made to protect the privacy of the students attending Southern Plains. Decisions made by the Principal will be final.

Personal Property

Students, staff, and visitors are responsible for adequately securing their personal property while on a school site or in attendance at a school sponsored event. The school cannot be held responsible for property that is lost, damaged, or stolen.

Lost, Damaged, or Destroyed Learning Materials

In the event that school materials are intentionally lost, damaged, or destroyed, the cooperative reserves the right to charge a fee for said items.

Theft

Theft is an act of intentionally taking, using, transferring, concealing, or keeping someone else's property without expressed permission. This includes finding lost items and not attempting to return the item to its rightful owner. Violations of this policy will be subject to the Student Discipline Policy

Damage to Property

Any student who willfully and knowingly damages school property and/or the personal property of other students or staff will be required to make restitution and may be subject to further disciplinary action in accordance with the cooperative's Student Discipline Policy. The student will be referred to legal officials as appropriate.

Cheating

Cheating includes the following, but is not limited to: cheating on a school assignment or test, plagiarism, collusion, and the use of picture phones or other technology when not given permission to do so.

Student Medication

(Policy #516)

The school district acknowledges that some students may require prescribed drugs or medications during the school day. The administration of prescribed medication or drugs at school required a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by a student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act, or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

Overdose Medication

(Policy #516.5)

The cooperative board authorizes cooperative administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained cooperative staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued

validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the cooperative and its employees by law; 2) that the cooperative and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the cooperative board to obtain and administer opioid overdose reversal medication.

Suicide Prevention Information

If anyone is having thoughts of harming themselves or others, the following resources are available to you:

- Google Form on the Southern Plains Education Cooperative website
 - southernplainsedcoop.org
 - Arise Academy
 - Anonymous Reporting Form
- Talk to ANY school staff member
- TEXT or CALL 988
- CALL 1-800-273-8255

Internet Acceptable Use and Safety Policy

(Policy #524)

General Statement of Policy

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

Limited Educational Purpose

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

Use of System is a Privilege

The use of the cooperative system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the cooperative system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate cooperative policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws

Unacceptable Uses

While not an exhaustive list, the following uses of the cooperative system and Internet resources or accounts are considered unacceptable:

1. Users will not use the cooperative system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the cooperative system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attack.
3. Users will not use the cooperative system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the cooperative system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the cooperative system software, hardware, or wiring or take any action to violate the cooperative's security system, and will not use the cooperative system in such a way as to disrupt the use of the system by other users.
5. Users will not use the cooperative system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the cooperative system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses,

telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on cooperative webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the director.

- c. These prohibitions specifically prohibit a user from utilizing the cooperative system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated cooperative official. Users will not attempt to gain unauthorized access to the cooperative system or any other system through the cooperative system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the cooperative system may not be encrypted without the permission of appropriate cooperative authorities.
 8. Users will not use the cooperative system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any cooperative computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the cooperative system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the cooperative. Users will not use the cooperative system to offer or provide goods or services or for product advertisement. Users will not use the cooperative system to purchase goods or services for personal use without authorization from the appropriate cooperative official.
 10. Users will not use the cooperative system to engage in bullying or cyberbullying in violation of the cooperative's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

The cooperative has a special interest in regulating off-campus speech that materially interrupts or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off cooperative premises also may be in violation of this policy as well as other cooperative policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeted particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the cooperative receives a report of an unacceptable use originating from a non-school computer or resource, the cooperative may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the cooperative computer system and the Internet and discipline under other appropriate cooperative policies, including suspension, expulsion, exclusion, or termination of employment.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate cooperative official. In the case of a cooperative employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a cooperative employee, the building administrator.

Filter

With respect to any of its computers with Internet access, the cooperative will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

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

Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

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

The cooperative will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Policy Consistency

Use of the cooperative computer system and use of the Internet shall be consistent with cooperative policies and the mission of the cooperative. Staff utilizing hardware, software, or Internet connectivity belonging to a member or contracted district must also follow the policies of that district.

Limited Expectation of Privacy

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

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

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

Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the cooperative's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.

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

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

Internet Use Agreement

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

This policy requires the permission of and supervision by the cooperative's designated professional staff before a student may use a school account or resource to access the Internet.

The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

Limitation on Cooperative Liability

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

User Notification

- A. All users shall be notified of the cooperative policies relating to Internet use.
- B. This notification shall include the following:
 - a. Notification that Internet use is subject to compliance with cooperative policies; the internet use within a member district is subject to their Internet use policies.
 - b. Disclaimers limiting the cooperative's liability relative to:
 - i. Information stored on cooperative portable devices, hard drives, cloud services (i.e. google docs) or servers.
 - ii. Information retrieved through cooperative computers, networks, or online resources.
 - iii. Personal property used to access cooperative computers, networks, or online resources.
 - iv. Unauthorized financial obligations resulting from use of cooperative resources/accounts to access the Internet.
 - c. A description of the privacy rights and limitations of cooperative sponsored/managed Internet accounts.
 - d. Notification that, even though the cooperative may use technical means to limit student Internet access, these limits do not provide a foolproof means for

- enforcing the provisions of this acceptable use policy.
- e. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - f. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy and the Protection and Privacy of Pupil Records Policy.
 - g. Notification that, should the user violate the cooperative's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 - h. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

Parents' Responsibility: Notification of Student Internet Use

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the cooperative system and of the Internet if the student is accessing the cooperative system from home or a remote location.

Parents will be notified that their students will be using cooperative resources/accounts to access the Internet and that the cooperative will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to the use by the student.
5. A statement that the cooperative's acceptable use policy is available for parental review.

Notification Regarding Technology Providers

"Technology provider" means a person who;

1. contracts with the cooperative, as part of a one-to-one program of otherwise, to provide a cooperative-issued device for student use; and
2. creates, receives, or maintains educational data pursuant or incidental to a contract with the cooperative,

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

Within 30 days of the start of each school year, the cooperative must give parents and students direct and timely notice, by United States mail e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The cooperative must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider. A contract between a technology provider and the cooperative must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:

1. The technology provider's employees or contractors have access to educational data only if authorized; and
2. The technology provider's employees or contractors must be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.

All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

Cooperative Issued Devices

- A. "Cooperative-issued device" means hardware or software that the cooperative, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A cooperative-issued device issued through a one-to-one program.
- B. Except as provided in paragraph C, the cooperative or a technology provider must not electronically access or monitor;
 - a. any location-tracking features of a cooperative-issued device;
 - b. any audio or visual receiving, transmitting, or recording feature of a cooperative issued device; or
 - c. student interactions with a school-issued device, including, but not limited to keystrokes and web-browsing activity.
- C. The cooperative or a technology provider may only engage in activities prohibited by paragraph B if:
 - a. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by cooperative employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 - b. the activity is permitted under a judicial warrant;

- c. the school district is notified or becomes aware that the device is missing or stolen;
 - d. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 - e. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 - f. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the cooperative or a technology provider interacts with a cooperative-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the cooperative-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

Cell Phone Use

The building administrator is assigned to develop appropriate cell phone rules in order to ensure an appropriate learning environment. This may include removal of the cell phone if the student is not following appropriate expectations; the building administrator will develop a plan to return the cell phone to the student and/or their caregiver.

Limit on Screen Time for Children in Preschool and Kindergarten

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the district has an individualized family service plan, an individualized education program, or a 504 plan in effect specifying the need for the exception.

Use of Cell Phones or Other Electronic Devices

Contacting Students During the School Day

Arise Academy respectfully requests that parents do not contact their children on their cell phones or other devices during the school day. This is disruptive to your children and the learning environments of the other students. Should you need to contact your child during the school day, please contact the Arise Academy office at 507-235-4099.

Use of Electronic Devices During Class

The use of cell phones and other electronic devices during class is prohibited unless allowed by the classroom teacher. The use of electronic devices during class, when not

required for the classroom activity, is especially disruptive to the learning environment. Should a student choose to use an electronic device when asked not to, the student will be asked to put the device away. If the student complies, no further action will be taken as long as the device stays away. If the student fails to comply, one or more of the following will occur:

1. Student will be asked to leave class until they are willing to comply.
2. Parent/guardian will be contacted.
3. Student will receive lunch detention.
4. Student will receive after school detention.
5. Student will be placed in In School Suspension (ISS).
6. Regular meetings scheduled with parents/guardians.
7. Student will be placed on a behavior intervention plan.
8. Reasonable action as determined by administration according to the discipline policy.

Students: If you need to make a phone call during the school day, you can arrange to do so in a number of ways. You may use a school phone or you may make arrangements to call from your personal cell in a private location. Please make these arrangements with the School Social Worker, Principal, or the School Secretary.

Student Data Privacy Notice

Southern Plains uses a variety of digital tools to support student learning. Technology vendors and software is utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world. We have an inventory of our curriculum, testing, and assessment tools posted on <http://southernplainsedcoop.org> and include an outline of the student data elements within each tool. This list is maintained and communicated annually to all families at the start of the school year.

Please reach out to Stephanie Schmitz for additional questions regarding specific tools used in the classrooms.

Protection and Privacy of Pupil Records

(Policy #515)

The cooperative shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the

- extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the cooperative to comply with the requirements of FERPA and the rules promulgated thereunder;
 5. The criteria for determining who constitutes a cooperative official and what constitutes a legitimate educational interest for purposes of disclosing education records to other cooperative officials whom the cooperative has determined to have legitimate educational interests; and
 6. That the cooperative forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

Notification to Parents of Students Having a Primary Home Language Other Than English

The cooperative shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

Notification to Parents or Eligible Students Who are Disabled

The cooperative shall provide for the need to effectively notify parents or eligible students identified as disabled.

Destruction and Retention of Records

Destruction and retention of records by the cooperative shall be controlled by state and federal law.

Student Surveys *(Policy #520)*

Southern Plains Education Cooperative gives notice to parents of students currently in attendance at Arise Academy of their rights regarding the conducts of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students, and students are hereby informed that they have the following rights:
 - a. All instructional materials, including teacher's manuals, films, tapes, ,or other supplemental material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
 - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the

student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parents;
 2. mental and psychological problems of the student or the student's family;
 3. sex behavior or attitudes;
 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- c. A parent, on behalf of a student or an eligible student, has the right to receive notice an an opportunity to opt the student out of participating in:
1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 2. The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
 3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- d. This notice does not preempt applicable state law that may require parental notification.
- e. The cooperative has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
- f. The school district will directly notify parents and eligible students, at least annually at the start of each school year or, if scheduled thereafter, parents will be provided with reasonable notice of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
 2. Administration of any protected information survey not funded in whole

- or in part by the U.S. Department of Education.
3. Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue SW
Washington, DC 20202-8520

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey please submit a request to Eric Weedman, District Assessment Coordinator, 1200 N Park Street, Fairmont, MN 5603; or call 507-235-4099. You will be notified of the time and place where you may review these materials. You have a right to review a survey and/or instructional materials before the survey is administered to your student.

Distribution of Non School-Sponsored Materials on School Premises by Students and Employees (*Policy #505*)

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

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

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

Definitions

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Noncooperative-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of noncooperative-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others,

and tangible objects.

C. "Obscene to minors" means:

- a. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
- b. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
- c. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

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

E. "Material and substantial disruption" of a normal school activity means:

- a. Where the normal school activity is an educational program of the cooperative for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
- b. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- c. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

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

Guidelines

- A. Students and employees of the cooperative have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, noncooperative-sponsored material.
- B. Requests for distribution of noncooperative-sponsored material will be reviewed by the director, coordinator, or designated administrator on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 - a. is obscene to minors;
 - b. is libelous or slanderous;
 - c. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 - d. advertises or promotes any product or service not permitted to minors by law;
 - e. advocates violence or other illegal conduct;
 - f. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
 - g. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of noncooperative-sponsored materials on cooperative property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
 - a. whether the material is educationally related;
 - b. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 - c. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 - d. the quantity or size of materials to be distributed;
 - e. whether distribution would require assignment of cooperative staff, use of cooperative equipment, or other resources;
 - f. whether distribution would require that nonschool persons be present on the school grounds;
 - g. whether the materials are a solicitation for goods or services not requested by the recipients.

Time, Place, and Manner of Distribution

- A. No noncooperative-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

- B. Distribution of noncooperative-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

Procedures

- A. Any student or employee wishing to distribute (as defined in this policy) noncooperative-sponsored material must first submit for approval a copy of the material to the coordinator at least 24 hours in advance of desired distribution time, together with the following information:
 - a. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 - b. Date(s) and time(s) of day intended for distribution.
 - c. Location where material will be distributed.
 - d. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, designated individuals will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the Southern Plains office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the designated individual, the person may submit a written request for appeal to the director. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the Director to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the cooperative, the administration of the cooperative, the cooperative board, or the individual reviewing the material submitted.

Disciplinary Action

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

herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, cooperative policies and procedures, and/or governing statute.

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

Notice of Policy to Students and Employees

A copy of this policy will be published in student handbooks and posted on the Southern Plains website.

Implementation

The cooperative administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the cooperative board for approval. Upon approval by the cooperative board, such guidelines and procedures shall be an addendum to this policy.

Student Dress

(Policy #504)

- A. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.
- B. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
 - a. does not injure people or damage property;
 - b. does not materially or substantially disrupt or interfere with the educational process or classwork;
 - c. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
 - d. does not involve substantial disorder or invasion of the rights of others.

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

1. Clothing for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing for the activity (i.e. physical education or the classroom).
4. Footwear that does not present a safety hazard.
5. Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated.

Students may wear headgear for medical or religious reasons.

6. Hair, including, but not limited to hair texture and hair styles such as braids, locks, and twists.

C. Student clothing may NOT include the following:

1. Extremely brief garments and see-through garments may not be worn
 - a. Shorts or skirts that are shorter than 10 inches past the hip bone.
 - b. Shorts or skirts that visibly show undergarments when sitting, standing, or moving.
 - c. Pants worn below the waist causing undergarments to be visible.
 - d. Tank tops or “crop tops” that expose more than 2 fingers of the midriff when fingers are placed between the bottom of the top and the top of the pants when standing.
 - e. Muscle shirts that don’t completely cover the torso or fail to follow the guidelines in “d.”
 - f. Tank tops or “crop tops” that expose undergarments.
 - g. Tops that dip below 3 fingers from the collarbone.
 - h. Undergarments or tops such as a bustier or corset.
2. Clothing (including emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Communicating a message that is racist, sexist, or otherwise derogatory to protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

D. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

Procedures

- A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student’s ability to comply with the dress code, and should seek to address such issues.
- B. When, in the reasonable judgment of the administration, (1) a student’s clothing or

appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).

- C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.
- D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

Excessive Displays of Affection

Excessive displays of affection between couples are not appropriate in a school. Any staff member may warn couples who are seen displaying or engaging in inappropriate behavior. Examples include: kissing and inappropriate touching. Consequences will be determined according to the Student Discipline Policy.

Student Attendance *(Policy #503)*

The cooperative board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

General Statement of Policy

- A. Responsibilities
 - a. Student's Responsibility: It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.
 - b. Parent or Guardian's Responsibility: It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the

- school and the student to solve any attendance problems that may arise.
- c. **Teacher's Responsibility:** It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.
 - d. **Administrator's Responsibility:** It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the Southern Plains Cooperative are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by their resident school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the board for review and approval. When approved by the board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - i. Illness
 - ii. Serious illness in the student's immediate family
 - iii. A death or funeral in the student's immediate family or of a close friend or relative
 - iv. Medical, dental, or orthodontic treatment, or a counseling appointment
 - v. Court appearances occasioned by family or personal action
 - vi. Religious instruction not to exceed three hours in any week
 - vii. Physical emergency conditions such as fire, flood, storm, etc.
 - viii. Official school field trip or other school-sponsored outing

- ix. Removal of a student pursuant to suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work
 - x. Family emergencies
 - xi. Active duty in any military branch of the United States
 - xii. A student's condition that requires ongoing treatment for a mental health condition
- c. Consequences of Excused Absences
- i. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
 - ii. Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, classroom teacher or building administrator may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
2. Unexcused Absences
- a. Absences may be considered unexcused even with parental approval. The following are examples of absences which will not be excused:
- i. Truancy: An absence by a student which was not approved by the parent and/or the cooperative
 - ii. Any absence in which the student failed to comply with any reporting requirements of the cooperative's attendance procedures
 - iii. Work at home
 - iv. Work at a business, except under a school-sponsored work release program
 - v. Vacations with family
 - vi. Personal trips to schools or colleges
 - vii. Any other absence not included under the attendance procedures set out in this policy
- b. Consequences of Unexcused Absences
- i. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
 - ii. Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
 - iii. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
 - iv. Students who miss school without a valid excuse will receive an unexcused absence. In accordance with the Minnesota Law, unexcused absences for three (3) school days will result in a Continuing Truant Notification (a certified letter will be sent to the parents/guardian) and contact with the resident district principal. After five (5) unexcused absences, the student and parents will be required to meet with Cooperative staff and a county social worker. After seven

(7) unexcused absences, notification will be made to the appropriate county attorney to issue a citation for habitual truancy. **Truancy includes unexcused absences that occur throughout the entire school year.**

- v. Parents or guardians may call the school office for updates on their student's attendance. A printed absence report is available upon request.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. If a student is more than 20 minutes late, the tardy becomes an absence.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip
 - b. Tardiness between periods will be handled by the teacher
3. Excused Tardiness: Valid excuses for tardiness are:
 - a. Illness with notification from the parent or guardian on the day of the tardiness
 - b. Serious illness in the student's immediate family
 - c. A death or funeral in the student's immediate family or of a close friend or relative
 - d. Medical, dental, orthodontic, or mental health treatment
 - e. Court appearances occasioned by family or personal action
 - f. Physical emergency conditions such as fire, flood, storm, etc
 - g. Any tardiness for which the student has been excused in writing by an administrator or faculty member
4. Unexcused Tardiness
 - a. An unexcused tardiness is failing to be in assigned area at the designated time class period commences without a valid excuse
 - b. Consequences of tardiness may include detention after 2 unexcused tardies. In addition 3 unexcused tardies are equivalent to one unexcused absence

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- a. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- b. School-initiated absences will be accepted and participation permitted.
- c. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- d. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- e. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the

activity or program.

Religious Observance Accommodation

Reasonable efforts will be made by the cooperative to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building administrator.

Dissemination of Policy

1. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each building.
2. The cooperative will provide annual notice to parents of the cooperative's policy relating to a student's absence from school for religious observance.

Required Reporting

- A. Continuing Truant: Minnesota Statute, section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statute, section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statute, section 120A.05, without valid excuse within a single school year for:
 - a. Three days if the child is in elementary school; or
 - b. Three or more class periods on three days if the child is in middle school, junior high school, or high school.
- B. Reporting Responsibility: When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:
 - a. That the child is truant;
 - b. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
 - c. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes, section § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, section 120A.34;
 - d. That this notification serves as the notification required by Minnesota Statutes, section 120A.34;
 - e. That alternative educational programs and services may be available in the district;
 - f. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
 - g. That if the child continues to be truant, the parent and the child may be subject to juvenile court proceedings under Minnesota Statutes, Chapter 260;
 - h. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege

pursuant to Minn. Stat. § 260C.201; and

- i. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

- a. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
- b. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, Chapter 260A.

Leaving the School Building During the School Day

Reason for the guidelines: Arise is a closed campus and students are not permitted to leave the building during the school day without parent or guardian permission. For the safety and security of all students who attend school at Arise Academy, guidelines are in place regarding students leaving the school building during the school day without the permission of the school staff. The guidelines and procedures are as such:

Students attending school at Arise Academy are not permitted outside of the school building without the permission of the school staff. The following are exceptions:

- 1) When permitted, or as a part of a student's individual plan, a student may leave the building for a short time. The length of time and further details is as defined in a student's individual plan.
- 2) When accompanied by school staff during school related activities.
- 3) When leaving to attend an appointment with parent or guardian permission or with a valid excuse.
- 4) When the student is registered to attend a class in a member school district.

Students attending **Arise Academy** must be in the school building by 8:20 a.m., or when their school district provided transportation arrives, to be considered on-time and present. Students entering the building after 8:20 a.m. without one of the above exceptions will be considered tardy or absent and allowed to go to class when they arrive at school. Students who leave the building after their initial arrival will not be allowed back to class and will remain in the office for the remainder of the day.

Violations of these guidelines will result in the following consequences:

First Offense: A phone call will be made home to inform the parent or guardian of the student that this has occurred. The student and parent or guardian will be informed that *if this happens again*, the student will not be allowed to return to class after returning to the building and the student will not be permitted to ride school transportation home.

Second Offense: A phone call will be made home to both inform the parent or guardian of the student that this has occurred and set up a meeting between the school, parent or guardian, and the student. The student will remain in the office for the rest of the day and will not be permitted to ride school transportation home. A behavior plan will be created to assist the student in staying in school.

Other consequences may include:

1. Not allowing the student back into the school building
2. Requiring the student to attend before or after school detention for the time equivalent to the time the student was out of the school building without permission
3. Not allowing the student to ride school district provided transportation home
4. Regularly scheduled meetings between the school, the parent or guardian, and the student

Bus Behavior Guidelines

Students using school bus transportation are expected to follow the rules and guidelines as determined by the bus companies and the respective cooperatives. Students who are 16 years of age or above may elect to drive or ride with another student to school in accordance with cooperative policy, but do so at their own risk and liability. Violation to school bus policies may result in revocation of bus privileges. Southern Plains Education Cooperative will follow the transportation guidelines as outlined through the individual member districts.

Fire Safety

Students are advised that giving a false fire alarm is a misdemeanor in violation of M. S. 2609.866. Pulling a false fire alarm will result in discipline in accordance with the cooperative's Student Discipline Policy and the student will be referred to legal officials as appropriate.

Nuisance Items

Nuisance items are considered any items that disrupt student learning. These items include but are not limited to, laser pointers, toys, cell phones, personal audio devices, etc. A nuisance item may also be an item that is used for something other than its intended purpose. If a student is in possession of a nuisance item and has been asked to put it away, a student must do so immediately. Failure to do so will result in the item being

taken from the student. On the first offense, the item will be returned at the end of the school day. After the first offense, it is the discretion of the staff and parents to determine the next course of action. Possible actions include: parent must retrieve the item, student is not allowed to bring item to school, and student must turn item into the office at the beginning of the day and pick it up again prior to leaving school for the day.

Weapons (Policy #501)

No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The cooperative will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public that violates this policy.

Definitions

A. Weapon

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

B. School Location includes any school building or grounds, whether leased, rented, owned or controlled by the cooperative, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. Possession means having a weapon on one's person or in an area subject to one's control in a school location.

D. Dangerous Weapon means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As

used in this definition, "flammable liquid" means any liquid having a flashpoint below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

Exceptions

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the main office shall not be considered to be in possession of a weapon. If it would be impractical or dangerous to take the weapon to the main office, a student shall not be considered in possession of a weapon if he or she immediately turns it over to a school staff member or notifies a school staff member of the weapon's location.
- B. It shall not be a violation of this policy if an individual falls into one of the following categories:
 1. Active licensed peace officers
 2. Military personnel, or individuals participating in military training, or individuals on duty performing official duties
 3. Individuals authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle and the weapon is kept or stored in the motor vehicle in accordance with Minn. Stat. § 624.714 or 624.715 or other firearms in accordance with § 97B.045
 4. Persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes, section 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;
 - Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Minnesota Statutes section 624.714 and 624.715.
 5. Firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property
 6. Possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard
 7. A gun or knife show held on school property
 8. Possession of dangerous weapons, BB guns, or replica firearms with written permission of the director or other person having general control and supervision of the school or the director of the child care center; or
 9. Persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

- C. While the Cooperative does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as possession and use of a weapon.
- D. A cooperative may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non student permit-holders authorized under Minnesota Statutes, section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

Consequences for Student Weapon Possession/Use/Distribution

The Cooperative does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include:

1. Immediate out-of-school suspension
2. Confiscation of weapon
3. Immediate notification of police
4. Parent or guardian notification
5. Recommendation of dismissal for a period of time not to exceed one year

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

The building administrator shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

Administrative Discretion: While the cooperative does not allow the possession, use, or distribution of weapons by students, the director may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Consequences for Weapon Possession/Use/Distribution by NonStudents

- A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the cooperative board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and cooperative policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.
4. Employees are restricted from carrying or possessing firearms while acting in the course and scope of employment with the cooperative.
5. Employees must also follow the weapons policy of the member district(s) or programs in which the employee services.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another cooperative, that cooperative may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Reports of Dangerous Weapon Incidents in School Zones

The cooperative must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction
(Policy #419)

A violation of this policy occurs when any student, teacher, administrator, other cooperative personnel of the cooperative, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a cooperative owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all cooperative property and all off-campus events sponsored by the cooperative.

A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours

of school operation, if more than one person is present. This prohibition includes all cooperative property and all off-campus events sponsored by the cooperative.

The cooperative will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, personnel, or person who is found to have violated this policy.

The cooperative will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

Definitions

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery devices include any component part of a product, whether or not marketed or sold separately. Electronic delivery devices exclude drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapor aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar,

cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

- F. "Vaping" means using an activated electronic delivery device or heated tobacco product."

Exceptions

- A. A violation of this policy does not occur when an Indian adult lights tobacco on cooperative property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as an observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult non student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

Vaping Prevention Instruction

- A. The cooperative must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The cooperative may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the cooperative's locally developed health standards.

Enforcement

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. Cooperative administrators and other cooperative personnel who violate this tobacco-free policy shall be subject to cooperative discipline procedures.
- D. Cooperative action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and cooperative policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other cooperative supervisory personnel responsible for the area or program at which the violation occurred.
- F. Cooperative administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school

is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

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

General Statement of Policy

- A. Lockers and Personal Possessions within a Locker: Pursuant to Minnesota statutes, school lockers are the property of the cooperative. At no time does the cooperative relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.
- B. Desks: School desks are the property of the cooperative. At no time does the cooperative relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.
- C. Personal Possessions and Student's Person: The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.
- D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

Definitions

- A. Contraband means any unauthorized item possession of which is prohibited by cooperative policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the cooperative, and stolen property.
- B. Personal possessions includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. Reasonable suspicion means that a school official has grounds to believe that the search will result in evidence of a violation of cooperative policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a

report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

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

Procedures

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The cooperative shall provide a copy of this policy to a student when the student is given the use of a locker.

Directives and Guidelines

School administration may establish reasonable directives and guidelines which address specific needs of the cooperative, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

Seizure of Contraband

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

Violations

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

Student use and Parking of Motor Vehicles; Patrols, Inspections, and Searches (Policy #527)

The cooperative allows limited use and parking of motor vehicles by students in cooperative locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas for the safety of student, please see the Arise Office for more information;
- Students are not permitted to use motor vehicles during the school day in any cooperative location unless an emergency occurs and permission has been granted to the student by the student's parent or guardian, or school administration or designee;
- Unauthorized vehicles parked on cooperative property may be towed at the expense of the owner or operator.

The cooperative may conduct routine patrols of cooperative properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles parked on cooperative property may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the cooperative's Student Discipline policy.

Use of Canines in School

The school board has determined that police canine units will be used in all cooperative buildings and properties to search for illegal drugs and other contraband. Students/staff are given notice that they should have no expectation of privacy where such searches are concerned regarding their locker, personal possessions, or automobile while on school property. If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

Bullying Prohibition (Policy #514)

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 cooperative 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 cooperative and the rights and welfare of its students and is within the control of the cooperative in its normal operations, the cooperative's intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the cooperative in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

General Statement of Policy

- A. An act of bullying, by either an individual student or a group of students is expressly prohibited:
 - 1. on the school premises, at the school functions or activities, on the school transportation;
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a co curricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. 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 cooperative 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 cooperative 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 cooperative property and/or with or without the use of cooperative resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identify as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel. Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contracts, or students that occurs as described above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the cooperative's policies and procedures, including the cooperative's discipline policy (policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.
- J. Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The cooperative shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the cooperative, and foster student, parent, and community participation.
- K. 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.
- L. Consequences for other individuals engaging in prohibited acts of bullying may include, but not limited to, exclusion from cooperative property and events.
- M. The cooperative will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Definitions

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
 - 3. The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.
- B. "Cyberbullying" means bullying using technology or other electronic communication,

including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on cooperative or school district property, at cooperative and school functions or activities, on school transportation, or on cooperative computers, networks, forums, and mailing lists, or off school or cooperative premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "On cooperative or school premises, property, at school-related functions, or on school transportation" means all cooperative and school buildings, grounds, and property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for cooperative or school purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. Cooperative property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. All property includes that of the cooperative or a school district associated with the cooperative. While prohibiting bullying at these locations and events, the cooperative does not represent that it will provide supervision or assume liability at these locations and events.
- G. "Prohibited conduct" means bullying or cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

- I. "Student" means a student enrolled in a public school (including the cooperative) or a charter school.

Reporting Procedure

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibit conduct under this policy shall report the alleged acts immediately to an appropriate cooperative official designated by this policy. A person may report bullying anonymously. However, the cooperative may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The cooperative encourages the reporting party or complainant to use the report form available from the administrator of each building or available from the cooperative or alternative program office, but oral reports shall be considered complaints as well.
- C. The building administrator or the administrator's designee (hereinafter building report taker) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a cooperative human rights officer or the director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the director or the cooperative human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the cooperative shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, administrator, volunteer, contractor, or other cooperative employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building report taker immediately. Cooperative personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The cooperative will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the cooperative's obligation to investigate, take appropriate action,

and comply with any legal disclosure obligations.

Cooperative Action

- A. Within three days of the receipt of a complaint or report of bullying, or other prohibited conduct, the cooperative shall undertake or authorize an investigation by the building report taker, director, or a third party designated by the cooperative.
- B. The building report taker or other appropriate cooperative officials may take immediate steps, at its discretion, to protect the target or victim of the bullying or prohibited conduct, the complainant, the reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of the investigation that determines that bullying or other prohibited conduct has occurred, the cooperative will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. Remedial response to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified above. Cooperative action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the cooperative policy (Policy 506), and other applicable cooperative policies; and applicable regulations.
- E. The cooperative is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the cooperative. Cooperative officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the cooperative shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

Retaliation or Reprisal

The cooperative will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the cooperative who commits and act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified above.

Training and Education

- A. The cooperative shall discuss this policy with personnel and volunteers and provide appropriate training to cooperative personnel regarding this policy. The cooperative shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive training within the first year of their employment with the cooperative. The cooperative or a cooperative administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on cooperative rules, procedures, and standards of conduct which materials shall also be used to publicize this policy.
- B. The cooperative shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all cooperative personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The cooperative annually will provide education and information to students regarding bullying, including information regarding this cooperative policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the cooperative is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The cooperative is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying or other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civic discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students. The administration must establish strategies for creating a

positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct. The administration is encouraged, to the extent practical, to take such actions it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supporting school climate.
- F. The cooperative may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The cooperative shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The cooperative may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (Policy 515) in the student handbook.

Notice

- A. The cooperative will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the cooperative, and in the office of each school.
- C. This policy must be distributed to each cooperative or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other community members in an electronic format in the language appearing on the cooperative or cooperative's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The cooperative shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

Harassment and Violence (Policy #413)

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability (Protected Class).

General Statement of Policy

- A. The policy of the cooperative is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The cooperative prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other personnel of the cooperative harasses a pupil, teacher, administrator, or other personnel or group of pupils, teachers, administrators, or other personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, personnel include board members, employees, agents, volunteers, contractors, or persons subject to the supervision and control of the cooperative.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other personnel of the cooperative inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other personnel or group of pupils, teachers, administrators, or other personnel based on a person's Protected Class.
- D. The cooperative will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any pupil, teacher, administrator, or other personnel found to have violated this policy.

Definitions

- A. "Assault" is:
 - a. an act done with intent to cause fear in another of immediate bodily harm or death;
 - b. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - c. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
 - a. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

- c. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
 - a. "Disability" means, with respect to an individual who:
 - 1. a physical, sensory, or mental impairment that materially limits one or more major life activities of such individual;
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment.
 - b. "Familial status" means the condition of one or more minors being domiciled with:
 - 1. their parent or parents or the minor's legal guardian; or
 - 2. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 - c. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 - d. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 - e. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 - f. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
 - g. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
 - a. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - 1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an

- education; or
 - 2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - 3. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
- b. Sexual harassment may include, but is not limited to:
- 1. unwelcome verbal harassment or abuse;
 - 2. unwelcome pressure for sexual activity;
 - 3. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other personnel to avoid physical harm to persons or property;
 - 4. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - 5. 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
 - 6. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence: Definition

- a. Sexual violence is a physical act of aggression or force or the threat thereof that 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, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- b. Sexual violence may include, but is not limited to:
 - 1. touching, patting, grabbing, or pinching another person's intimate parts;
 - 2. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - 3. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - 4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence: Definition

- a. Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

Reporting Procedures

- A. Any person who believes he or she has been the victim of harassment or violence

on the basis of Protected Class by a pupil, teacher, administrator, or other personnel of the cooperative, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other personnel or group of pupils, teachers, administrators, or other personnel should report the alleged acts immediately to an appropriate cooperative official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the cooperative may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The cooperative encourages the reporting party or complainant to use the report form available from the administrative coordinator or director of each building or available from the cooperative office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a cooperative human rights officer or to the director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the director of the cooperative human rights officer by the reporting party or complainant.
- D. In Each Building. The building administrator, the administrator's designee, or the building supervisor (hereinafter "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult cooperative personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the director or the cooperative human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other cooperative employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. Cooperative personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the cooperative human rights officer immediately, without screening or investigating the report. The building report taker 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 building report taker to the human rights officer. If the report was given verbally, the building report taker 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 may result in disciplinary action against the

building report taker.

- G. In the Cooperative. The board hereby designates Stephanie Schmitz as the cooperative human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. On occasion the human rights officer may delegate student investigations to Lisa Toye for neutral investigations. If the complaint involves a human rights officer, the complaint shall be filed directly with the director.
- H. The cooperative shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The cooperative will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the cooperative's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusation or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
- P. Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
- Q. Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.
- R. Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from cooperative property and events and/or termination of services and/or contracts.

Investigation

- A. By authority of the cooperative, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by cooperative officials or by a third party designated by the cooperative.
- 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 cooperative 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 cooperative may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The cooperative human rights officer shall make a written report to the director upon completion of the investigation. If the complaint involves the director, the report may be filed directly with the 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.

Cooperative Action

- A. Upon completion of the investigation, the cooperative will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. Cooperative action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable cooperative policies and regulations.
- B. The cooperative is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the cooperative. Cooperative officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the cooperative shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

Retaliation or Reprisal

The cooperative will discipline or take appropriate action against any student, teacher, administrator, or other cooperative personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, 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, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

Right to Alternative Complaint Procedure

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 or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

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 Minnesota Statutes Chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the cooperative 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 building in areas accessible to pupils and staff members.
- B. This policy shall be given to each cooperative 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 cooperative will develop a method of discussing this policy with students and employees.
- E. The cooperative 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, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Hazing Prohibition

(Policy #526)

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 cooperative shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the cooperative 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 cooperative 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 cooperative 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 cooperative 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 school-related purpose. The term hazing includes, but is not limited to:
 - a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. Any activity that causes or requires the student to perform a task that involves

violation of state or federal law or of cooperative 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 Procedure

- 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 cooperative official designated by this policy.
- B. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a cooperative human rights officer or to the director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the director or the cooperative human rights officer by the reporting party or complainant.
- C. Teachers, administrators, volunteers, contractors, and other employees of the cooperative 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 report taker immediately. Cooperative personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.
- 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.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The cooperative will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the cooperative's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

Cooperative Action

- A. Upon receipt of a complaint or report of hazing, the cooperative shall undertake or authorize an investigation by cooperative officials or a third party designated by the cooperative.
- B. The cooperative may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the cooperative 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. Cooperative action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining

agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies, and regulations.

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

Reprisal

The cooperative will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the cooperative 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, harassment, or intentional disparate treatment.

Dissemination of Policy

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The cooperative will develop a method of discussing this policy with students and employees.

Student Discipline Policy

(Policy #506)

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

General Statement of Policy

The cooperative recognizes that individual responsibility and mutual respect are essential components of the educational process. The cooperative has the authority to adopt and enforce reasonable regulations to ensure the health and safety of staff, students, and visitors. All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Schools can function effectively only with internal discipline based on mutual understandings of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Notwithstanding the provisions of any federal, state, or local law to the contrary, the conduct of all students under twenty-two (22) years of age attending any cooperative program or related activity is governed by a single set of rules and regulations promulgated by the cooperative board as interpreted and applied in each of its programs.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the cooperative that a fair and equitable cooperative-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56. For students eligible for special education services, an IEP team may determine procedures specific to the individual needs of the student.

Definitions

- A. Non Exclusionary disciplinary policies and practices “means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 3, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph @; and 122A.627, clause (3).
- B. “Pupil withdrawal agreement” means a verbal or written agreement between a school administrator or district administrator and a pupil’s parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

Policy

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include non exclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined

in Minnesota Statutes, section 121A.41, subdivision 13:

- a. For a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school.
- b. A pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
- c. The school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

Areas of Responsibility

- A. The Cooperative Board. The cooperative board holds all school personnel responsible for the maintenance of order within the cooperative and supports all personnel acting within the framework of this discipline policy.
- B. Director/Building Administrator. Administrators are given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final cooperative board approval. Administrators shall give direction and support to all school personnel performing their duties within the framework of this policy. The building administrator (or designee) shall consult with parents/guardians of students conducting themselves in a manner contrary to the policy. Administrators shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents/guardians. An administrator, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to self or another.
- C. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to self or another.
- D. Other Cooperative Personnel. All cooperative personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the director. A school employee, school bus driver, or other agent of the cooperative, in exercising the person's lawful authority, may use reasonable force when it is necessary under circumstances to restrain a student to prevent bodily

harm or death to self or another.

- E. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- F. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- G. Reasonable Force Reports
 - a. The cooperative must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - b. Beginning with the 2024-2025 school year, the cooperative must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
 - c. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

Student Rights

All students have the right to an education and the right to learn.

Student Responsibilities

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;

- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable cooperative policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

Code of Student Conduct

The following are examples of unacceptable behavior subject to disciplinary action by the cooperative. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all cooperative programs, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for cooperative purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. Cooperative property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the cooperative or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the cooperative's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the cooperative's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free

Environment Policy;

9. Using, possessing, distributing intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violations of the cooperative's Weapons Policy;
14. Violations of the cooperative's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the cooperative's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the cooperative's Internet Acceptable Use and Safety Policy.
23. Violation of school bus or transportation rules or the cooperative's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of cooperative's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the cooperative's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the cooperative's Bullying Prohibition, Harassment, or violence policies;
30. Student attire or personal grooming which creates a danger to health or safety or

creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the cooperative by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other cooperative personnel;
36. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other cooperative personnel, or other persons;
37. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
38. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
39. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
40. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
41. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
42. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
43. Other acts, as determined by the cooperative, which are disruptive of the educational process or dangerous or detrimental to the student or other students, cooperative personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the cooperative or the safety or welfare of students or employees.

Recess and Other Breaks

“Recess detention” means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student’s choice.

The cooperative must not use recess detention unless:

1. a student causes or is likely to cause serious physical harm to other students or staff;
2. the student's parent or guardian specifically consents to the use of recess detention; or
3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

Recess detention will not be withheld based on incomplete schoolwork.

Disciplinary Action Options

Disciplinary action may include, but is not limited to, one or more of the following:

1. Student conference with teacher, principal, counselor, or other cooperative personnel, and verbal warning;
2. Confiscation by cooperative personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any cooperative policy, rule, regulation, procedure, or state or federal law. If confiscated by the cooperative, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
3. Parent contact;
4. Parent conference;
5. Removal from class;
6. In-school suspension;
7. Suspension from extracurricular activities;
8. Detention or restriction of privileges;
9. Loss of school privileges;
10. In-school monitoring or revised class schedule;
11. Referral to in-school support services;
12. Referral to community resources or outside agency services;
13. Financial restitution;
14. Referral to police, other law enforcement agencies, or other appropriate authorities;
15. A request for a petition to be filed in district court for juvenile delinquency adjudication;
16. Out-of-school suspension under the Pupil Fair Dismissal Act;
17. Preparation of an admission or readmission plan;
18. Saturday school;
19. Expulsion under the Pupil Fair Dismissal Act
20. Exclusion under the Pupil Fair Dismissal Act; and/or
21. Other disciplinary action as deemed appropriate by the cooperative.

Removal of Students from Class

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" means any actions taken by a teacher, administrator, or other cooperative employee to prohibit a student from attending class or activity for a period of time not to exceed one class or activity period, pursuant to discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including Cooperative employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which is at the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the building administrator or designee, in consultation with the teacher.

If a student is removed from class more than ten (10) times in a school year, the cooperative shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

Removal Procedures

1. In the event that a student must be removed from class, the teacher will ask the student to quietly exit the room and go to one of three designated areas (Building Administrator, School Social Worker, or area as specified in a student's behavior plan). The teacher is responsible for that student until they arrive at the appropriate place. If the student will not cooperate, the Building Administrator or School Resource Officer will be called to assist.
2. An Office Referral or Tier Three Behavior Report will be filled out by the appropriate staff and given to the Building Administrator or Designee for review.
3. The Building Administrator or Designee will meet with the student and determine

appropriate consequences and restitution.

Custody of a Student Removed from Class

1. The student will go to the designated area as mentioned in “*Removal Procedures.*”
2. If a student is physically and emotionally able, he/she will be asked to calmly walk to the designated location. The classroom teacher will make a phone call to ensure this happens. Once the phone call is made, the responsibility for the student now belongs to the individual located in the designated location.
3. If a student is not physically or emotionally able, a staff member must escort the student to the designated location. If a staff member cannot escort the student due to supervisory issues of other students, the Building Administrator, School Social Worker, School Resource Officer, or other staff member will be called to escort the student.
4. While the student is removed from class, the student will either work on the assigned work for the class period; or work on restitution for the behavior.
5. The Building Administrator, School Social Worker, or other staff member as designated will have responsibility of the student until a discipline conference is held to determine further action.

Return to Class

1. Once the student has met with the designated staff member regarding the classroom behavior issues and agreed to restitution for his/her behavior, the teacher will be called to determine the earliest time the student may return to the classroom.

Notification Procedures

1. Specification of Procedures used;
2. Actions or approvals required, such as notes, conferences, and readmission plans.

Special Provisions

1. The provisions in a student’s Individual Education Program (IEP), Behavior Intervention Plan (BIP), or any other such legal document will take precedence over procedures listed within this policy.
2. If a student’s IEP team has any reason to believe there is a need to reevaluate the current IEP, a meeting will be called to determine the appropriate changes.
3. If a student’s IEP team is concerned that a student is displaying behaviors that do not match the current Special Education Evaluation Report (ER), a meeting will be called to discuss further steps, including the possibility of a reevaluation.

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

1. A Chemical Abuse Team will be made up of the Building Administrator, School Social Worker, and outside agencies such as County Children’s Mental Health

Social Workers, Licensed Alcohol and Drug Counselors, and any other individuals as determined relevant by school staff or a student's parents. This provision is pursuant to Minn Stat. §121A.26.

2. The Chemical Abuse Team will work closely with local law enforcement officials to determine strategies to effectively deal with the drug and alcohol use of school aged children.
3. When school staff expect that a student is under the influence of a controlled substance, he/she will report their findings to a team member as identified in Number 1 of this section. This will allow a team member to make appropriate contacts to determine further action as necessary.
4. Procedures for immediate and appropriate interventions tied to violations of the Code of Student Conduct.

Dismissal

"Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class. The cooperative shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion. The cooperative shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to himself or to surrounding persons or property.

Violations leading to suspension, based on severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable cooperative board regulation including those found in this policy;
1. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
2. Willful conduct that endangers the student or other students, or surrounding persons, including cooperative employees, or property of the school.

Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissal under the Pupil Fair Dismissal Act:
 - a. A preschool or pre kindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. Kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.

3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the Cooperative board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the executive director with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.
2. Cooperative Administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The principal or other person having administrative control of the building or program is encouraged to designate a cooperative or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the cooperative shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school. The purpose of this meeting is to attempt to determine the student's need for assessment or other services.
4. The definition of suspension under Minnesota Statutes, section [121A.41, subdivision 10](#), does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the cooperative is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall

meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practical following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 1. Strongly encourage a parent or guardian of the student to attend school with the student for one day;
 2. Assign the student to attend school on Saturday as supervised by the building administrator or the building administrator's designee; and
 3. Petition the juvenile court that the student is in need of services under Minn Stat. Ch. 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.
10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following

suspension.

11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the cooperative board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

Expulsion and Exclusion Procedures

1. "Expulsion" means a cooperative board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the cooperative board.
2. "Exclusion" means an action taken by the cooperative board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the cooperative board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the cooperative's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The cooperative must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE). and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written

notice unless an extension, not to exceed five (5) days, is requested for good cause by the cooperative, student, parent, or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The cooperative shall record the hearing proceedings at cooperative expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The cooperative shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The cooperative board may appoint an attorney to represent the cooperative in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the cooperative. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all cooperative records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any cooperative employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the cooperative.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the cooperative board and served upon the parties within two (2) days after the close of the hearing.

17. The cooperative board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The cooperative board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the cooperative board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the cooperative board may appeal the decision to the Commissioner within twenty-one (21) calendar days of cooperative board action pursuant to Minn. Stat. § 121A.49. The decision of the cooperative board shall be implemented during the appeal to the Commissioner.
19. The cooperative shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The cooperative must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the cooperative.

Admission or Readmission Plan

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

Notification of Policy Violations

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

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the non exclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

Student Discipline Records

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

Students with Disabilities

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the cooperative will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the cooperative had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the cooperative shall continue to provide special

education and related services during the period of expulsion or exclusion.

Discipline Complaint Procedure

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. Provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. Provide an opportunity for involved parties to submit additional information related to the complaint;
3. Provide a procedure to begin to investigate complaints within three school days of receipt and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. Provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. If the investigation finds the requirements of Minnesota Statutes, section 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. Prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provides procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

Distribution of Policy

The cooperative will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in the office of the executive director at 1200 North Park Street, Fairmont, MN 56031.

Review of Policy

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any

recommended changes shall be submitted to the director for consideration by the cooperative board, which shall conduct an annual review of this policy.

Crisis Prevention and Intervention

Southern Plains Education Cooperative recognizes the need to balance the rights of students with the need of the cooperative to maintain safety in all school buildings. For this reason, a separate crisis plan is available and will be disseminated upon request.

Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds

(Policy #532)

General Statement of Policy

The cooperative is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the cooperative's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the cooperative's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of cooperative personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

Definitions

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- C. "Police liaison officer" is a peace officer who, pursuant to an agreement between the cooperative and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase "remove the student from school grounds" is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

Removal of Students with IEPs From School Grounds

- A. Removal by Crisis Team: If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, cooperative personnel may immediately request assistance from the police liaison officer or a peace officer.

- B. Removal By Police Liaison Officer or Peace Officer: If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or cooperative property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, cooperative personnel may report a crime committed by a student with an IEP to appropriate authorities. If the cooperative reports a crime committed by a student with an IEP, cooperative personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and cooperative's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

1. In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the cooperative, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
2. In removing a student with an IEP from school grounds, police liaison officers and cooperative personnel are further prohibited from engaging in the following conduct:
 - a. Corporal punishment prohibited by Minnesota Statutes section 121A.58;
 - b. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
 - c. Totally or partially restricting a child's senses as punishment;
 - d. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
 - e. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes Chapter 260E;
 - f. Physical holding (as defined in Minnesota Statutes section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
 - g. Withholding regularly scheduled meals or water; and/or
 - h. Denying a child access to toilet facilities.
 - i. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a

child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

- D. Parental Notification: The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.
- E. Continued Removals; Review of IEP: Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.
- F. Effect of Policy in an Emergency; Use of Restrictive Procedures: A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the cooperative seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes section 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

- G. Reporting to the Minnesota Department of Education (MDE): Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on the cooperative's progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, the cooperative must report summary data. The summary data must include information on the use of restrictive procedures, for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Southern Plains Education Cooperative Testing Schedule

All efforts will be made to follow this testing schedule. However, there are times when the testing schedule must be modified due to scheduling conflicts. If your student will be impacted by a test that needs to be rescheduled, you will be given notice.

FastBridge Diagnostic in Math and Reading (Bridges & ALC): District progress monitoring used for teachers to inform instruction and student growth.

- September 12-15, 2023
 - Make-ups the week of September 18-22, 2023
- December 5-8, 2023
 - Make-ups the week of December 11-15, 2023
- May 6-10, 2024
 - Make-ups the week of May 13-17, 2024
- Each subject test will take from 15 to 45 minutes to complete
- The diagnostic tests will be administered to new students as they enroll if test results are not available from the student's previous school.

ACT+ Writing: College entrance exam accepted by colleges in all 50 states offered once to all 11th or 12th grade students as required by Minnesota law. The purpose of the test is to provide Minnesota graduates with information related to career and college readiness.

- March 12, 2024
 - Make-up March 26, 2024
- Test will take approximately 4.5 hours

Minnesota Comprehensive Assessment (MCA)/Minnesota Test of Alternative Skills (MTAS): Measure achievement over time of students on the academic standards set forth by the state of Minnesota. Administered annually according to the Minnesota Department of Education requirements.

- Reading is tested in grades 3, 4, 5, 6, 7, 8, and 10
 - Test will take 1 to 2.5 hours
- Math is tested in grades 3, 4, 5, 6, 7, 8, and 11
 - Test will take 1 to 2.5 hours
- Science is tested in grades 5, 8, and once in high school after the completion of 1 year of Life Science
 - Test will take 30 minutes to 1.5 hours

ALC

- 10th Grade Reading: April 17, 2024
- 11th Grade Math: April 24, 2024
- Science: May 1, 2024
- Make-up dates will be determined at a later date

Bridges

- 3rd & 4th Reading: April 16, 2024
- 5th & 6th Reading: April 17, 2024
- 7th & 8th Reading: April 18, 2024
- 10th Reading: April 17, 2024

- 3rd & 4th Math: April 23, 2024
- 5th & 6th Math: April 24, 2024
- 7th & 8th Math: April 25, 2024
- 11th Math: April 24, 2024
- 5th, 8th, & HS Science: May 1, 2024

PALS/Bridges MTAS: Measure achievement over time of students on the academic standards set forth by the state of Minnesota. Administered annually according to the Minnesota Department of Education requirements.

- Reading, Math, & Science administered between April 3, 2024-April 26, 2024

Results of the MCA/MTAS testing will be distributed to students and parents by Fall Conferences of the 2023-2024 school year. Results will be delivered in person during conferences or mailed if a conference is not attended.

To see district and school results, please go to:

- mde.org
- Minnesota Report Card
- Southern Plains Education Cooperative
- Select the school of interest (ALC, Bridges, PALS)

ACCESS: Required annually for students identified as an English Language Learner (ELL) unless they have achieved a passing score in a previous school year.

- Grades 1-12
 - Listening & Reading domains must be administered first; in any order
 - Speaking & Writing are next based on the performance from Listening & Reading domains
- Estimated times
 - Listening: 65 minutes
 - Reading: 60 minutes
 - Speaking: 50 minutes
 - Writing: 70-90 minutes

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

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The following topics pertain to Area Learning Center Students Only

Area Learning Center (ALC) Eligibility & Referral

Students enrolling at the ALC are typically referred to the ALC by the school they are currently attending. Students wishing to enroll in the ALC are asked to connect with the guidance department of their current school. There are times in which students self-refer or are referred by an agency other than a school; but students must meet criteria set forth by the state of Minnesota in Statute 124D.68 subd. 2. in order to attend the ALC.

A student under the age of 21, or who meets the requirements of Minnesota Statute 12A.20, subd. 1, paragraph (c) is eligible to participate in an ALC if the student:

1. Performs substantially below the performance level for pupils of the same age in a locally determined achievement test;
2. Is behind in satisfactorily completing coursework or obtaining credits for graduation;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent;
5. Has been excluded or expelled according to § 121A.40 to 121A.56;
6. Has been referred by a school district for enrollment in an eligible program or a program pursuant to § 124D.69;
7. Is a victim of physical or sexual abuse;
8. Has experienced mental health problems;
9. Has experienced homelessness sometime within six months before requesting transfer to an eligible program;
10. Speaks English as a second language or in an English learner;
11. Has withdrawn from school or has been chronically truant;
12. Is being treated in a hospital in the seven-county metropolitan area for cancer or other life threatening illness or is the sibling of an eligible pupil who is being currently treated, and resides with the pupil's family at least 60 miles beyond the outside boundary of the seven-county metropolitan area.

Continual Learning Plan (CLP)

All students attending an ALC must have an active CLP that is updated at least annually. According to Minnesota Statute 124D.128, subd. 3, the CLP must include:

1. The student's learning objectives and experiences, including courses or credits the student plans to complete each year, and the graduation requirements the student must complete.
2. The assessment measures used to evaluate the student's objectives.
3. The requirements for grade level or other appropriate progression.
4. For students generating more than an average daily membership in a given grade, an indication of which objectives were unmet.

How to Request Full Text Copies of Policies

Full text copies of all policies addressed in this handbook may be requested by contacting:

Julie Stoltz
Arise Academy
1200 N Park Street
Fairmont, MN 56031

Phone: 507-235-4099

Email: Julie.stoltz@southernplainedcoop.org
OR

By going to the Southern Plains Education Cooperative's website:
southernplainedcoop.org

Under the "Board" tab, search "Policy Manual"

Internet Use Agreement

(Policy #524)

Student

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

Student Name

Date

Parent/Guardian

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

Parent/Guardian Name

Date

Supervising Teacher

I have read the school district policies relating to safety and acceptable use of the cooperative computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the cooperative computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on the network. As the supervising teacher, I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher Name

Date

STATEMENT OF ACKNOWLEDGMENT

I have received and read my copy of the Southern Plains Arise Academy Student Handbook for the 2023-2024 school year. I know that I am responsible for following the rules and guidelines contained in this handbook, even if I don't agree with them. I also understand that if I do not follow the rules and guidelines, that the appropriate consequences will follow.

Student Signature

Date

Parent Signature

Date