

**Crossroads School & Vocational Center**  
**STUDENT HANDBOOK**  
**2014-15**



*Independent School District 15*

**Crossroads School & Vocational Center**

**4111 Ambassador Blvd. NW • St. Francis, Minnesota 55070**

**763-753-7120**

**Note:** Administration will deal with items or situations not covered in this handbook. This handbook may be changed or amended during the school year. Changes will be posted in the office and on the school's website. If you have any questions about a provision, contact the principal.

<b>CROSSROADS DAILY CLASS SCHEDULE *</b>		
<b>Class</b>	<b>Start</b>	<b>End</b>
Homeroom	8:25 a.m.	8:35 a.m.
2nd Hour**	8:37 a.m.	9:52 a.m.
3rd Hour	9:54 a.m.	10:54 a.m.
4th Hour A	10:56 a.m.	11:24 a.m.
4th Hour B	11:26 a.m.	11:54 a.m.
4th Hour C	11:56 a.m.	12:24 p.m.
5th Hour	12:26 p.m.	1:26 p.m.
6th Hour	1:28 p.m.	2:28 p.m.
Closure	2:30 p.m.	2:45 p.m.

\*Subject to change

\*\*2nd Hour is extended to allow four different groups (3 classes at a time) to go to the breakfast line (to start at the beginning of the hour) to eat their breakfast in the multipurpose room. Twenty minutes allows time to eat and use the restroom and still allows 60 minutes for class.

Students are permitted in the building at 8:05 a.m. Students arriving to school prior to that time are expected to remain outside the building until 8:05 a.m.

## GENERAL INFORMATION

Crossroads School & Vocational Center is a separate site K-12 school operated by Independent School District 15. Crossroads School provides education not only for children living at Bar-None Residential Treatment Center, but also for students living in District 15 who, for many reasons, cannot be successful at their regular school of attendance. Crossroads School also provides education for students from surrounding districts who cannot have their needs met in their own district.

The school provides several different programming components. These components include:

- Elementary Education
- Secondary Education
- Special Education Services
- ELL Services

Crossroads should be considered a short term placement for students while they learn new acceptable behaviors and adjust to changes in their lives. When appropriate, the student may be considered for transition back to their home school when they are ready.

## STUDENT CODE OF CONDUCT

### *Behavior (Attitude and Respect)*

- Follow staff directions
- Speak appropriately to all staff and other students
- Refrain from physical and verbal abuse, sexual harassment,

racial harassment, intimidation, and excessive show of affection

- Refrain from making any gang-related gestures, comments, or graffiti
- Maintain your own personal space (touching others, even in fun, can lead to negative situations)
- Be on time and be where you are supposed to be
- Attempt all school work

### *School Cleanliness*

- Keep school property clean and in good shape
- Refrain from damaging or marking on walls, furniture, etc.

### *Food*

- No food or drinks in hallways or classrooms (unless it is a class activity)
- Students are not to have pop in the school building
- Students are not to bring outside food into the building unless it is a sack lunch. Sack lunches need to be kept in the student's locker until lunch time and may not contain pop or candy.
- Gum is not allowed in school unless given to students as an incentive in an individual classroom. In that case, the students must discard the gum before moving on to the next class or getting on the bus.

### *Illegal Substances/Items*

- Students are not to use, distribute, or possess tobacco (including e-cigarettes), alcohol, or other prohibited substances at any time on school grounds or on the bus
- Students may not bring any weapons or dangerous materials into the school or on the bus

### *Dress Code*

- Clothing worn at Crossroads School & Vocational Center must fit within these guidelines:
- All clothing must have sewn seams.
- Shirts/tops must have sleeves (no tank tops, sleeveless shirts, camisoles unless covered by another shirt).
- Necklines must be at the collarbone.
- Holes in pants/shorts/skirts that display skin above the knee will not be allowed.
- The bottom of the shirt/top must be longer than the waist of the pants/skirt. (This means when you sit down or when the arms are raised above the head, there should be no space between the bottom of the shirt and the top of the pants/skirt.)
- The length of the skirt/shorts must be near the knee or at least mid-thigh.
- Pants/skirts are to be anchored near the waist; no sagging.
- Hats, hoods, bandanas, head covering etc. may not be worn during school. Headbands designed to hold hair back are acceptable.

- Bandanas may not be displayed or worn in any manner
- Pajamas/pajama pants and slippers may not be worn to school.
- Clothing items that display chemical, alcohol, tobacco, gang symbolism or memorials, vulgar language or pictures will not be allowed in school.
- Jackets and/or coats may not be worn or carried to any classes during the school day. Students are not to be wearing pins, chains, or long straps on their person or attached to their clothing.
- Backpacks, athletic bags, purses, tote bags or the like are not allowed in the hallways or classrooms during the school day.
- A student's total appearance should not be dangerous or distracting or a potential for disruption in the classroom.
- Hooded sweatshirts or hooded shirts of any kind may not be worn during school hours.
- Students may not wear clothing inside out.
- Students may not bring blankets to school.

Students whose clothes do not fit within these guidelines will be required to change their clothes.

Students who are improperly dressed will have the opportunity to contact a parent/guardian or caregiver to bring more appropriate clothing. If students choose to go home to change, they will not have the opportunity to earn points on their log for that amount of time. If students refuse to change their clothing, they will be considered insubordinate and will be disciplined appropriately.

Administration reserves the right to determine what clothing is considered appropriate for school.

## **STUDENT DISCIPLINE**

### ***Take Two***

When students demonstrate difficulty following general rules, they will be asked to *Take Two*, which is about two minutes in length. It is a period of time in which the student must stop their negative current behavior and attempt to make a choice to change their behavior.

During a *Take Two*, the student:

May sit at his/her desk or go to the designated *Take Two* desk in the classroom (this will be determined by the teacher)

Will be expected to look down at the desk or face forward

Will be quiet—not engaging with other students

Students may be given up to two *Take Twos* during one class period. If the student's negative behavior continues, the student will be directed to the Options room for additional processing and redirection of behaviors. Only two *Take Twos* are allowed in one class period. If the student refuses the *Take Two*, he/she will also be directed to the Options room.

*Please note: A teacher or other staff member may direct a student to Options at any time depending on the nature of the student's behavior and severity of disruption to the class. Staff do not have to offer a student a Take Two prior to sending the student to Options.*

### ***On the way to Options***

Students going to Options are expected to remain quiet in the hallways. Other classes are in session. Further disciplinary action may occur if a student is attempting to disrupt other classrooms.

### ***In Options***

The main focus in Options is for the student to calm down. It is in the student's best interest to calm down as soon as possible so he/she can get to Focus and move on with their day.

### ***Focus***

The Focus room is an environment in which the students can process what happened prior to being sent to the Options room. This is an opportunity to earn points and earn their way back to class.

### ***Returning to the classroom***

1. Students can return to class in the middle of the hour if Options/Focus staff has determined they have completed processing with staff and the required amount of work appropriately.
2. Students leaving Focus will be escorted back to class.
3. If students have not completed expectations by the mid-point of the hour, they will remain in Focus until the end of the class period.
4. Students do not return to homeroom, lunch, or closure since those periods are short.
5. Students returning to class need to remember to:
  - a. not talk when re-entering classroom
  - b. open door quietly
  - c. sit in own desk
  - d. wait for staff to give direction

If these rules are not followed, the student may be asked to go to Options for the remainder of the class period.

6. Once a student has returned to class from Focus, if that student continues to have difficulty in the same class, the student does not get any more *Take Twos* and they return to Options for the remainder of the class period.

### ***Escorts***

Students may be placed on escort for many reasons including being late to class, safety issues, and concern with behavior in general. Staff will determine how long a student will be on escort.

***Processing in***

A student may be directed to process in with staff the morning after he/she has either been suspended from school or walked out of school. During this session, school staff (and BNRTC staff, if appropriate) will visit with the student about the incident from the day before. Students are expected to participate and take responsibility for their behavior. If a student refuses to participate or becomes agitated, he/she may be escorted to the Options room to process.

**ATTENDANCE INFORMATION**

A student will be considered absent when the student is missing from school for any day or part of a day. An excused absence needs to be verified by a parent/guardian.

It is the parent/guardian’s responsibility to notify the school within three (3) school days upon the return of the student from the absence. The absence will remain unexcused if the parent/guardian does not provide proper documentation that the absence should be considered excused.

The school may require medical verification for excessive absences. It is the parent/guardian’s responsibility to encourage regular school attendance.

Examples of excused absences:

1. Illness and/or medical appointments
2. Death in the family
3. Court subpoena/appearance
4. Pre-arranged absences—occasionally, family trips/vacations result in a student’s absence from school. A letter from the parent/guardian or other caregiver must be received prior to the absence. All work must be completed at the discretion of each classroom teacher.
5. Out-of-school or in-school suspension

Examples of unexcused absences:

1. Overslept
2. Missed the bus/lack of transportation
3. Lack of staffing at the residential unit
4. On the run
5. Skipped
6. Unverified absence
7. Held at the unit
8. Unsuccessful at processing-in

***Tardiness***

A student is considered tardy if he/she is not across the threshold of the classroom door prior to the last bell. Students who are late to class will receive an “0” for the goal Being on time. The second and subsequent times a student is late to class, he/she will lose goals on the log and may have a

staff escort the remainder of that day and the entire next day of school. The student may be expected to wait until the next bell has rung before going on to the next class period with their escort.

**EXTRACURRICULAR ACTIVITIES**

A student wishing to participate in extracurricular activities at St. Francis High School may do so; however, the student must be making progress toward graduation in accordance with Minnesota High School League rules.

A student may attend high school dances at SFHS as long as the student is a guest of a student who is enrolled and attending school at SFHS. In this case, the SFHS student must obtain a dance guest form from the SFHS office. An administrator from SFHS and Crossroads must complete the form. The student must be in good academic and behavioral standing to be considered to be eligible to attend.

**LOCKS AND LOCKERS**

Each student will be assigned a locker and a combination lock to store their personal belongings. Students will be charged \$5 for missing or damaged locks. All lockers are ISD 15 property. Students are held responsible for any and all items stored in the school lockers. If there is a suspicion of a weapon, drugs, or other inappropriate items in the locker, the locker may be searched. If any of these items are found in the locker, the student may face significant disciplinary consequences. Students are required to keep their locks on their lockers at all times.

**STUDENT SEARCHES**

Students are reminded to keep themselves and their lockers free of any inappropriate materials such as tobacco, drugs, drug paraphernalia, weapons, or materials that can be used as weapons. Administration may make the determination to search a student based on suspicion of possessing any such items.

**TELEPHONES/ELECTRONIC DEVICES**

Phone usage is generally not permitted. Students may only use school telephones upon receiving permission from administration. Any student who possesses a cell phone must keep the phone in his/her locker until the end of the school day.

iPods, Walkman stereos, personal CD players, etc. must also be kept in student lockers. Students are not to have these items on their person during the school day. Administration may confiscate any electronic device, including cell phones, found on the student during the course of the school day.

The following consequences regarding confiscated devices shall apply:

**1st offense** = item will be returned at the end of the school day. A warning will be given to student and a parent/guardian will be contacted.

**2nd offense** = item will be confiscated for 24 hours and will be returned at the end of the following school day. Please note, if this occurs on a Friday, item will not be returned until the end of the school day on the following Monday. A parent will be required to pick up the device and a conference will be held with the student, parent and building principal.

**3rd offense** = item will be confiscated for 48 hours and will be returned at the end of the school day (after 48 hours). A parent will be required to pick up the device and a conference will be held with the student, parent and building principal.

**4th offense** = item will be confiscated for 72 hours and will be returned at the end of the school day (after 72 hours). A parent will be required to pick up the device and a conference will be held with the student, parent and building principal.

**SEVERE WEATHER AND EMERGENCY DRILLS**

Fire drills and other emergency types of drills will take place periodically throughout the school year. Emergency procedures and maps are posted in each classroom. Students are to follow staff direction and are to move at a fast walking pace to the appropriate exit or area during these drills.

**STUDENT LOGS**

Each student is expected to carry a behavior log. This is completed each period of the day by staff. This is a way for staff to communicate to each other as well as with parents and other caregivers regarding the student’s behavior. Each student is expected to carry his/her log from class-to-class.

**RED LOGS**

A student will be given a log on red paper if he/she destroys the original log, tampers with log or refuses to give log to staff. This is an indicator to staff that the student has been having a difficult time. The student will be ineligible for the weekly activity/movie if he/she has received a red log.

**INTERNET USE**

Any student wishing to use the Internet will need to have a parent/guardian sign an Appropriate Use Policy. Students will be supervised by staff when using the Internet. Any student misusing the Internet will face disciplinary action.

**GRADING PROCEDURES**

Students receive hours toward credit at Crossroads. Students are awarded those hours based on a successful class period. A successful hour is defined as a class period in which the student is present, awake, participating, and doing some level of work (based on individual teacher determination).

Grade reports will be sent to the parent/guardian at the end of the trimester. If a student leaves Crossroads prior to the end of the trimester, a grade report may be completed at that time.

Students may be given a letter grade or a P for pass if the student has attended for a short period of time. Although there is a school established grading scale, individual teachers may adjust the grading scale within their classroom.

The school grading scale is as follows:

A.....	94
A-.....	90
B+.....	88
B.....	84
B-.....	80
C+.....	78
C.....	74
C-.....	70
D+.....	68
D.....	64
D-.....	60
F.....	59 and below
P.....	Pass

**STUDENT OF THE WEEK**

Student of the week will be chosen in the weekly staff meeting by majority vote. Staff may choose up to two students per week. Students receiving this recognition receive a certificate and other incentives. Eligibility criteria are:

1. For the week, 90% of the goals must be met
2. No incidents of suspension (OSS or ISS), truancy, unexcused absences for the week, off bus
3. No red logs
4. Not absent more than 50%
5. No discipline issues (Off bus, ISS or OSS)

A student becomes ineligible to be voted on if at least three school staff feel the student needs to demonstrate more positive behavior for a longer period of time. Students can be eliminated from voting due to:

1. Absences of more than 50% of a week
2. Inappropriate behavior in:
  - a. homeroom
  - b. hallway
  - c. classes

- d. closure
  - e. bus
3. Not in program at least three weeks

**MOST IMPROVED STUDENT**

Most Improved Student will be chosen in the staff meeting by majority vote. Staff may choose up to three students per week. Students receiving this recognition receive a certificate and other reinforcements. Eligibility criteria are:

- 1. No incidents of suspension (OSS or ISS), truancy, unexcused absences for the week, off bus
- 2. No red logs
- 3. Not absent more than 50% of the time

Students are ineligible according to the same criteria as Student of the Week.

Note: Student does not need to have 90% in order to be eligible for "Most Improved."

**STUDENTS ELIGIBLE FOR MOVIE/ACTIVITY**

- 1. All eligible students may attend the weekly movie/activity
- 2. Ineligible students will attend regularly scheduled classes
- 3. Students who earn Student of the Week and Most Improved Student may attend the movie/activity
- 4. Students who attend mainstream classes during scheduled movie/activity time do not see the movie or attend activity. Mainstream class is a priority.
- 5. Students new to CSVC that week may attend the movie.

**Expectations at movie/activity**

- 1. Activity or Movie must be written on students' log by staff
- 2. Students must give their log to a staff member when they enter the activity or movie area
- 3. For a movie, students should sit with some room between themselves and the next person - maintain personal space
- 4. No talking during movie
- 5. Bathroom breaks will be given after staff members have completed attendance
- 6. Regular school discipline rules and procedures apply
- 7. Students may decide you do not want to attend the movie or activity. If you decide this within the first few minutes, you may return to your regularly assigned classroom
- 8. If the movie ends before the end of the class period, students will return to class.
- 9. Students must participate in the activity (when offered)
- 10. Students may receive no more than one Take Two during movie/activity. If the student requires more than one Take Two, he/she will be escorted to Options and the student will not be able to return to the movie/activity

- 11. If a student begins a scheduled movie period in Options, he/she will not be allowed to join the movie once he/she has left Options.

**LUNCHROOM RULES**

*In the lunch line*

- 1. Wait in single file line along the hallway wall
- 2. If a student gets out of line for any reason or is given a take two while in the lunch line, the student will go to the end of the line

*In the lunchroom*

- 1. Students are allowed one *Take Two* in lunch. If a second is needed, the student will go to Options.
- 2. Students must stay at the same table throughout the lunch period
- 3. Students must hand in their log to staff when they sit down at their table
- 4. Staff will determine how many students may sit at tables.
- 5. Students are not allowed to share or buy food from or for other students.
- 6. Students are expected to wipe off tables with a clean cloth after all students at the table are done eating.
- 7. Food and drinks must stay in the lunchroom.
- 8. Games/activities will be distributed by staff only.

**BREAKFAST RULES**

Breakfast is available for "day" students 7:05-7:23 a.m. Students are expected to be to homeroom on time at 7:25 a.m. If a student is late in getting a breakfast, he/she will still be expected to get to class on time, unless there is a late bus issue. The student may be asked to throw away the remainder of the breakfast and get to class on time. Students late to class will receive an X on the log for tardiness.

**LATE BREAKFAST OR "SNACK" RULES**

All students have an opportunity to eat breakfast during 2nd hour each day. "Day" students who eat the earlier breakfast will either have to pay for a second breakfast or choose not to eat. Students expecting to eat the late breakfast must be in class at the time their class is scheduled to go to breakfast. There not be another time for the student to go to breakfast.

**RESTRICTED LUNCH**

Students may receive a restricted lunch (bag lunch) for one or more of the following reasons:

- spending too much time in options (two or more half periods in Options will result in a restricted lunch)
- purposefully acting out in class to go to options
- walking out of class
- refusing to follow expectations in Options
- any other reason administration deems appropriate

**RESTROOM RULES**

All students will be escorted to the restroom. Staff will enter the restroom first to ensure there are no messes or safety hazards. The student will then be allowed to use the restroom. Once the student is done using the restroom, staff will re-enter restroom to ensure it is in the original condition. Restroom breaks will be scheduled by each individual teacher.

**PLAYGROUND/RECESS EXPECTATIONS**

1. It is the student’s responsibility to use the restroom prior to going outside. Staff will not be allowing students to go back inside to use the restroom. Students will have to wait until they are in their next class period.
2. If you need a coat for cool weather, get it before getting into the lunch line.
3. Playground equipment is for students in grades eight and below.
4. Please keep basketballs on the blacktop only.
5. Students are not permitted in the pole shed or maintenance areas.
6. Students are not allowed to bounce balls off the walls.
7. When the bell rings, return all athletic equipment to the basket in the doorway and immediately return to the building.
8. Once you are outside, you may not re-enter the building until the bell has rung.
9. If you are given a Take Two outside, it will be taken at the picnic table or along the building wall.
10. No spitting please.

**BUS RULES AND DISCIPLINE**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for a school bus/stop misconduct will be imposed by the building principal or the principal’s designee.

**Rules at the bus stop and on the bus**

1. Get to your bus stop before your scheduled pick-up time; the school bus driver does not need to wait for late students
2. Follow any directions given by the driver
3. Sit in your seat facing forward
4. Talk quietly and use appropriate language
5. Keep all parts of your body inside the bus
6. Keep arms, legs, and belongings to yourself
7. No fighting, harassment, intimidation or horseplay
8. Do not throw objects; no spitting

9. No possession or use of tobacco, alcohol, or drugs
10. Do not bring weapons or dangerous objects
11. Students are expected to move directly from the bus into the school building

Students may receive a *Take Two* per bus ride. Behavior resulting in more than one Take Two may result in the student:

1. Needing to be brought to school by unit staff
2. Not being eligible
3. Needing to process-in with administration
4. Losing points on daily log
5. Spending time in Options and subsequently losing points on log
6. Restricted lunch

**HAZING PROHIBITION POLICY**

The purpose of this policy (ISD 15 School Board Policy 588) is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

**GENERAL STATEMENT OF POLICY**

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

**DEFINITIONS**

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

*Continued to page 11*

**DISCIPLINARY CONSEQUENCES**

Consequences are applied on annual basis except as noted below.

Students are expected to not engage in the following activities. The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, or at a school or district activity. Illegal activities will be reported to the proper authorities

<b>MISBEHAVIOR</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>	<b>4<sup>TH</sup> OFFENSE</b>
1. <b>Abuse, Verbal</b> —Arousing alarm in others through the use of language that is discriminatory, abusive, obscene or threatening.				
Toward student	*	1-5 day susp.	5-10 day susp.	**
Toward staff	1-10 day susp.	1-10 day susp.	5-10 day susp.	**
2. <b>Alcohol or Chemicals, Possession or Use</b> —Possessing or using alcohol, any narcotic, or controlled substance where possession or use is prohibited by Minnesota or federal law. (Any prescription medication a student is required to take, with the exception of prescribed inhalers, must be left with and administered by the school nurse, in accordance with district administrative regulation.) [Policy 473]	4-10 day susp.	**	**	
3. <b>Alcohol or Chemicals, Possession with Intent to Distribute or Sell</b> —Selling or distributing, or intending to sell or distribute, alcohol, any narcotic, or controlled substance where sale or distribution is prohibited by Minnesota or federal law.	**	**	**	**
4. <b>Ammunition, Possession</b> —Possession of bullets or other projectiles designed to be used in a weapon.	1-10 day susp.	**	**	**
5. <b>Arson</b> —Intentional destruction or damage to school or district buildings or property by means of fire.	**	**	**	**
6. <b>Assault</b> —Acting with intent to cause fear in another person or immediate bodily harm, or intentionally inflicting or attempting to inflict bodily harm upon another person.				
Upon a student	1-10 day	**	**	**
Upon a staff member	**	**	**	**
7. <b>Bodily Harm, Inflicting</b> —committing an accidental act which, although a result of poor judgment, inflicts harm upon another person.	1-10 day susp.	**	**	**
8. <b>Bomb Threat</b> —Intentionally giving a false alarm of a bomb.	**	**	**	**
9. <b>Bullying</b> —Aggressive behavior that involves unwanted, negative actions; involves a pattern of behavior repeated over time; involves an imbalance of power or strength.	**	**	**	**
10. <b>Dress and Grooming</b> —Clothing may not include words or visuals which are obscene, abusive or discriminatory, or which advertise narcotics or drugs, alcohol/chemicals or gang symbols. Must adhere to current dress code in this handbook.	*	*	*	**
11. <b>Driving, Careless or Reckless</b> —Driving on school property in such a manner as to endanger persons or property.	*; may include revocation of parking permit	1-5 day susp; includes revocation of parking permit	**	**
12. <b>Explosives, Possession and/or Use</b> —Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat.	**	**	**	**
13. <b>Fighting</b> —Mutual combat (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbal and/or physical action.	1-10 day susp.	**	**	**
14. <b>Fire Alarm, False</b> —Intentionally giving a false alarm of a fire, or tampering with any fire alarm.	1-10 day susp.	**	**	**
15. <b>Fire Extinguisher, Unauthorized Use</b> —Unauthorized handling of a fire extinguisher.	1-10 day susp.	**	**	**

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<b>MISBEHAVIOR</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>	<b>4<sup>TH</sup> OFFENSE</b>
16. <b>Firearm or Look-a-Like Firearm, Possession</b> —Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm.	**	**	**	**
17. <b>Fireworks, Possession</b> —Possessing or offering for sale 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.	1-10 day susp.	**	**	**
18. <b>Fireworks, Use</b> —Using 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.	1-10 day susp.	**	**	**
19. <b>Gambling</b> —Playing a game of chance for stakes.	*	*	*	**
20. <b>Harassment, Including Sexual</b> —Participating in or conspiring with others to engage in acts that injure, degrade, intimidate, or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their race, cultural or religious background, their sex or any disabilities they may have. (For more information about sexual harassment, refer to district administrative regulation (Policy 538).	1-10 day susp.	2-10 day susp.	**	**
21. <b>Insubordination</b> —Willful refusal to follow an appropriate direction or order given by a staff member.	1-5 day susp.	2-10 day susp.	**	**
22. <b>Interference, Disruption or Obstruction</b> —Any willful action that prevents a staff member or student from exercising his or her assigned duties.	1-5 day susp.	2-10 day susp.	**	**
23. <b>Nuisance Devices, Possession</b> —Objects which cause distractions.	*	*	*	**
24. <b>Photography</b> —Posting or distributing video, whether digital or analog, or photographs, whether digital or otherwise, of students and staff at Crossroads School and Vocational Center without their written permission or that is not part of an official school production is prohibited.	1-10 day susp.	1-10 day susp.	**	**
25. <b>Pornography, Possession or Distribution</b> —Possessing or distributing any pornographic material	1-10 day susp.	**	**	**
26. <b>Records or Identification Falsification</b> —Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This includes falsifying absence notes or calls.	1-5 day susp.	1-5 day susp.	1-5 day susp.	**
27. <b>Robbery or Extortion</b> —Obtaining property from another person where his or her consent was induced by use of force, threat of force, or under false pretenses.	5-10 day susp.	**	**	**
28. <b>Symbolic Expressions</b> of intolerance including but not limited to the Confederate flag, swastika, and/or any gang representations (bandanas, colors, etc.) are not allowed and will be confiscated. These items may or may not be returned.	1-10 day susp.	1-10 day susp.	**	**
29. <b>Terroristic Threat</b> —Threatening, directly or indirectly, to commit any crime of violence with the intent of terrorizing another person.	5-10 day susp.	**	**	**
30. <b>Theft, or Knowingly Possessing Stolen Property</b> —Unauthorized taking of the property of another person, or receiving or possessing such property.	1-10 day susp.	1-10 day susp.	**	**
31. <b>Tobacco/Tobacco Products</b> —Possessing or using tobacco and/or tobacco products, including e-cigarettes or another other nicotine delivery system, in district buildings, on district grounds, in district vehicles or at district events.	1-2 day susp.	1-5 day susp.	5-10 day susp.	5-10 day susp.

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32. <b>Trespassing</b> —Unauthorized presence in any district facility or portion of a district facility and/or presence in a district vehicle.	1-3 day susp	5-10 day susp.	**	**
33. <b>Vehicle, Unauthorized Use</b> —Occupying or using vehicles during school hours without school authorization.	1-3 day susp	1-3 day susp	1-3 day susp	1-5 day susp
34. <b>Weapon or Look-a-like Weapon, (excluding firearms), Possession</b> —Possessing any device or instrument designed as a weapon and capable of producing severe bodily harm, or any other device, instrument or substance, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm.	**	**	**	**
35. <b>Willful Damage of Property (Vandalism)</b> —Defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals while the student is on school property, at a school activity, in a district vehicle or under the supervision of school staff.	1-10 day susp. or **	1-10 day susp or **	**	**

**The school may have additional consequences for violations not covered in the matrix. If an unforeseen situation should arise, the administration at Crossroads School and Vocational Center will decide on the best course of action for the student and the school as a whole.**

**Students are expected to not engage in the following activities in district vehicles.**

1. <b>Lighting Incendiary Devices</b> —Igniting matches, cigarette lighters and other devices that produce flames.	3 day bus susp.	3-5 day bus susp.	10 day bus susp.	** from bus
2. <b>Not remaining seated</b> —Not remaining seated when the bus is in motion.	warning	1-3 day bus susp.	5-10 day bus susp.	10 day bus susp
3. <b>Tampering with Emergency and Safety Equipment</b> —Unauthorized handling of emergency or safety equipment on the bus, including first aid kit, fire extinguisher, emergency door and hatches, and door opener. 1 day bus susp. 3 day bus susp. 5-10 day bus susp. ** from bus				
4. <b>Throwing Objects</b> —Throwing any items inside a bus, from outside a bus to inside a bus, or from inside a bus to outside a bus.	warning	1-2 day bus susp.	3-5 day bus susp.	** from bus
5. <b>Squirting Devices</b> —Use of any device capable of sending a stream, spray, or propellant.	1-3 day bus susp.	5-10 day bus susp.	indefinite bus susp.	** from bus
6. <b>Interference with Safe Operation of Bus</b> —Any action including throwing, noise, movement or rocking of bus.	1-3 day bus susp.	5-10 day bus susp.	indefinite bus susp.	** from bus
7. <b>Failure to follow Driver’s Directions</b>	warning	3-5 day bus susp.	5-10 day bus susp.	indefinite from bus

**DISCIPLINARY CONSEQUENCES**

For each misbehavior described in the above matrix, there are specific consequences for first, second, third, and fourth violations. Those consequences are shown as \*, \*\*, suspension for a specified number of days, or expulsion. Consequences which cannot be effected during the current year may be effected in the following year.

\* For secondary schools, defined as consequences for violations to include student conference and parent notification, and may include, but are not limited to parent conference, restitution, detention, and up to one day suspension (in school or out of school).

\*\* Disciplinary action up to and including expulsion.

The disciplinary matrix is intended to be used as a guideline for consequences. Administration may, at their discretion, deviate from the consequences outlined. Significant disruptive behaviors which interfere with the general operation of the school may result in suspension, expulsion, or exclusion.



## GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to maintain learning and working environment that is free from religious, racial or sexual harassment, and violence. The school district prohibits any form of religious, racial or sexual harassment, and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the school district to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include School Board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

## RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT AND VIOLENCE DEFINE

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

Sexual harassment may include but is not limited to:

- 1. unwelcome verbal harassment or abuse;
- 2. unwelcome pressure for sexual activity;
- 3. unwelcome, sexually motivated or inappropriate

patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property

- 4. unwelcome sexual 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 gender.
- B. Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
    - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
    - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
    - 3. otherwise adversely affects an individual's employment or academic opportunities.
  - C. Definition. **Religious harassment** consists of physical or verbal conduct which is related to an individual's religion when the conduct:
    - 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
    - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
    - 3. otherwise adversely affects an individual's employment or academic opportunities.
  - D. Definition. **Sexual violence** is a physical act of aggression or force or the threat there of which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

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

- 4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- E. Definition. **Racial violence** is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- F. Definition. **Religious violence** is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- G. Definition. **Assault** is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.

**REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of religious, racial, or sexual harassment or violence by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial, or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In each school building, the building principal is the person responsible for receiving oral or written reports of religious, racial, or sexual harassment or violence at the building level. Any adult school district personnel, who receives a report of religious, racial, or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal may notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the

- superintendent or the school district human rights officer by the reporting party or complainant.
- D. In the District. The School Board hereby designates the Director of Human Resources as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent. In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the School Board.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of religious, racial, or sexual harassment or violence will not affect the complainant or reporter’s future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

**INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial, or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending

completion of an investigation of alleged religious, racial or sexual harassment or violence.

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

**SCHOOL DISTRICT ACTION**

- A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district’s investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

**REPRISAL**

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

**RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

**HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

**DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person’s employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References**

- Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
- Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
- Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)
- 42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)

**Cross References**

- ISD No. 15 Policy 102 (Equal Educational Opportunity)
- ISD No. 15 Policy 531 (Discipline, Suspension, and Dismissal of School District Employees)
- ISD No. 15 Policy 510 (Public and Private Personnel Data)
- ISD No. 15 Policy 582 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- ISD No. 15 Policy 406 (Student Discipline)
- ISD No.15 Policy 425 (Violence Prevention)

Adopted: April 27, 2009  
School Board  
Independent School District No. 15  
St. Francis, Minnesota

- 1. Everyone at ISD 15 has a right to feel respect and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
- 2. A harasser may be a student or an adult. Harassment may include the following when related to religion, sex or gender:

- a. name calling, jokes or rumors
  - b. pulling on clothing
  - c. graffiti
  - d. notes or cartoons
  - e. unwelcome touching of a person or clothing
  - f. offensive or graphic posters or book covers
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal, or the human rights officer.
  4. You may also make a written report. It should be given to a teacher, counselor, the principal, or the human rights officer.
  5. Your right to privacy will be respected as much as possible.
  6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
  7. ISD 15 will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
  8. This is a summary of ISD 15's policy against religious, racial, and sexual harassment, and violence. Complete policies are available in the district office upon request.

**RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT, AND VIOLENCE ARE AGAINST THE LAW.**

**DISCRIMINATION IS AGAINST THE LAW.**

CONTACT: Brandon Nelson,  
Human Resources Coordinator  
Central Services Center  
4115 Ambassador Boulevard  
St. Francis, MN 55070  
Phone: 763-753-7039

**BACKGROUND CHECKS**

ISD 15 requires employees and volunteers, working for Independent School District 15, to have a background check completed by the McDowell Agency, Inc. This background check is valid for five years.

Supervisors and the human resources department will determine if background information warrants any limitation on district employment or participation.

**HEALTH SERVICES**

The school health staff works with families, students, and staff to promote a healthy and safe school environment. School

health staff provides the basic first aid needs of students and staff, and responds to emergency situations that may happen during the school day. The health service staff includes a Licensed School Nurse (LSN) and Health Educational Assistant (HEA). The HEA works under the directions of the LSN in carrying out delegated nursing functions such as medication administration and other nursing procedures.

**1. EMERGENCY CARDS**

It is very important to have a current emergency card available to the health office staff. An emergency card is sent home every fall for families to complete. Please notify the health office staff if contact information such as phone numbers or address changes occurs during the school year. Students can only be released with emergency contacts listed on the student's card.

**2. ILLNESS DURING THE SCHOOL DAY**

Students should remain at home when ill, including the following conditions:

- A. Temperature of 100 degrees or greater (Note: students should not return to school until they have a normal temperature (97 to 98.6 degrees) for 24 hours.)
- B. Vomiting and/or diarrhea
- C. Unknown rash (Note: students should be evaluated by their health care provider to prevent spread of potential communicable disease to another student.)
- D. Sore throat—If a culture for strep is done, the student must stay home until results of culture are known. If the culture is positive for strep, the student needs to be on antibiotics for 24 hours before returning to school.

When students are ill or injured at school, school health staff attempts to first contact the parent/guardian; if unable to reach, the names listed on the student's emergency card will be contacted. A student will not be sent home with anyone not listed on the emergency card unless special arrangements are made by the parent/guardian with the health staff.

**3. MEDICATIONS**

The following is required when a student's health condition requires that a prescription or an over-the-counter medication (non-prescription) be given during the school hours include:

- A. Written consent by a physician or licensed prescriber and signed by the parent/guardian
- B. Medication to be given needs to be in the original prescription container or unopened over-the-counter container
- C. Medication brought to school by parent/guardian or a responsible adult unless prior arrangements are made with the LSN.

**Asthma:** Students with asthma may self-carry and administer their quick relief asthma inhaler at school when a health care provider, parent/guardian, and school nurse agree that a student is able to self-administer their medication safely and responsibly at school, (MN Inhaler Use Statutes 121A.221). Consent to self-carry must be completed annually by the prescribing health professional and parent/guardian and returned to the school nurse.

**Severe Allergies:** Students with life threatening allergies/anaphylaxis may self-carry and administer their Epi-Pen®. The parent and prescribing doctor must annually inform the school in writing that the student possesses, or requires access to the Epi-Pen®. The LSN will develop an individualized health plan to ensure student safety at school, (MN House File 1763).

#### **4. CHRONIC HEALTH CONDITIONS**

Please provide the school nurse with current health information including activity restrictions for a student with chronic health conditions (ex: asthma, diabetes, seizures, ADHD, life-threatening allergies) especially if they may result in an emergency or impact the student's ability to participate fully in their educational program.

Students with asthma: a written Asthma Action Plan (AAP) with a copy provided to the health office promotes student safety at school.

#### **5. PHYSICAL EDUCATION (PE)**

Students are expected to participate in physical education activities unless the health office has a written excuse from a health care provider that includes documentation of illness or injury and the duration (short or long term) of PE exclusion.

#### **6. HEALTH SCREENINGS**

Several screening programs are conducted during the school year at various grade levels. A screening is defined as a quick, simple procedure carried out among large groups of people to sort out apparently well persons from those who have an abnormality and to identify those in need of further evaluation by a professional.

Vision and hearing are the primary avenues through which learning occurs, the screening of recommended grades is done annually. Students who have a problem passing the initial screening will be rescreened. If an apparent problem is still present at the rescreening a referral letter will be sent home suggesting follow-up by a professional. A screening does not take the place of a regular exam.

#### **7. PHYSICAL EXAMS**

The American Academy of Pediatrics recommends students have a complete physical exam before entering kindergarten, 4th grade, 7th grade, and 10th grade. A

physical is required every three years for those involved in interscholastic sports.

#### **8. IMMUNIZATIONS**

According to MN State Statutes 121A.15:

- A. All kindergarten students must show proof of having received the following immunizations:  
five (5) DTaP, 4 Polio (OPV/IPV), three (3) Hepatitis B, two (2) MMRs (measles, mumps, rubella), two (2) Varicella (chicken pox)
- B. All 7th grade students must show proof of having had the following immunizations:  
Tdap (Tetanus/diphtheria/pertussis) booster, three (3) Hepatitis B, two (2) Varicella
- C. All high school students must show proof of having received all of the above listed immunizations.

#### **9. HOMEBOUND**

Homebound education services can be arranged for long term illnesses/injuries (Note: 10 days or more). A physician's note is required stating the illness/injury and the expected length of time the student will be absent.

#### **10. ANIMALS IN SCHOOL**

If parents are planning on bringing an animal to school for students to see, please contact the health office to insure District procedures are followed. Classrooms will go outside to see the animals

#### **11. LATEX BALLOONS**

Latex balloons will not be allowed in school due to latex sensitivity for students and adults. Mylar balloons can be used.

If you have additional questions, please call the health office at your child's school.

### **BULLYING PROHIBITION POLICY**

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

not been successfully prevented. The purpose of this policy (ISD 15 School Board Policy 414) is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

**GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. A parent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district’s policies and procedures. The school district may take into account the following factors:
  - 1. The developmental and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.Consequences for students who commit prohibited acts of bullying may range from positive behavioral

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

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

**DEFINITIONS**

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

- A. “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
  - 1. harming a student;
  - 2. damaging a student’s property;
  - 3. placing a student in reasonable fear of harm to his or her person or property; or
  - 4. creating a hostile educational environment for a student.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school district property or at school-related functions” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

**REPORTING PROCEDURE**

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

**SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion,

expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

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

**REPRISAL**

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

**TRAINING AND EDUCATION**

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

**NOTICE**

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

***Legal References***

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

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

Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

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

Minn. Stat. § 121A.69 (Hazing Policy)

***Cross References***

ISD No. 15 Policy 531 (Discipline, Suspension, and Dismissal of School District Employees)

ISD No. 15 Policy 532 (Harassment and Violence)

ISD No. 15 Policy 582 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

ISD No. 15 Policy 583 (Mandated Reporting of Maltreatment of Vulnerable Adults)

ISD No. 15 Policy 504 (Employee-Student Relationships)

ISD No. 15 Policy 401 (School Weapons Policy)

ISD No. 15 Policy 406 (Student Discipline)

ISD No. 15 Policy 407 (Corporal Punishment)

ISD No. 15 Policy 415 (Protection and Privacy of Pupil Records)

ISD No. 15 Policy 421 (Student Disability Nondiscrimination)

ISD No. 15 Policy 425 (Student Sex Nondiscrimination)

ISD No. 15 Policy 531 (Violence Prevention - Applicable to Students and Staff)

ISD No. 15 Policy 588 (Hazing Prohibition)

ISD No. 15 Policy 609 (Student Transportation Safety Policy)

ISD No. 15 Policy 611 (Videotaping on School Buses)

ISD No. 15 Policy 612 (Video Surveillance Other Than on Buses)

Adopted: November 24, 2008

School Board

Independent School District No. 15

St. Francis, Minnesota