

BROWERVILLE

“TIGER”



HANDBOOK

2020-2021

Browerville High School
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Browerville Public Schools

**Building an educational foundation based on...
TRADITION, PRIDE, and EXCELLENCE.**

**“SELF DISCIPLINE AND SELF AWARENESS ARE THE GREATEST ASSETS
STUDENTS CAN CONTRIBUTE TO THEIR CHARACTER.”**

The Browerville Public School is a unique community school where traditional values, beliefs and pride govern our daily activity. With that in mind the following academic and behavior expectations have been developed. These expectations mirror the essence of Browerville.



NEW

YEARLY ACTIVITIES

Homecoming: "Welcome Alumni"

- A. Coronation of Queen and King
- B. Football Game
- C. Homecoming Dance
- D. Sponsored by the Student Council

Holiday Program:

- A. Sponsored by Music Department

Junior/Senior Prom*:

- A. Sponsored by Junior Class
- B. 11-12 to attend, 10 by invitation only

Dances:

- A. Sponsored by Student Council/Other Organizations/Classes
- B. 7-12 to attend unless otherwise specified

Athletic Banquet:

- A. Annual banquet for all who participated in varsity athletics

Music Concerts:

- A. Sponsored by Music Department

***JUNIOR/SENIOR PROM**

1. Browerville High School Juniors and Seniors are allowed to attend Prom.
2. 10th grade students from Browerville High School are allowed to attend by invitation only.
3. Out of school guests must be under 21 years of age to attend the BHS JR/SR Prom.
4. 10th – 12th grade students from other High Schools must have prior approval to attend. The Guest Attendance Permission Form must be signed by the guest's school administration verifying the attendance and good standing.

ACTIVITIES

ORGANIZATIONS

You are encouraged to participate in school functions and join organizations in which you are interested and for which you are eligible. A number of clubs and organizations are provided to promote your various interests and welfare as students.

All organizations have a faculty advisor and meet for social or business purposes only with the advisor's approval and attendance. All money is deposited in the office.

CLUBS AND ORGANIZATIONS AND SCHOOL SPONSORED ACTIVITIES

All clubs, organizations, and school sponsored activities are authorized and approved by the Browerville Board of Education. Students are encouraged to participate in these clubs, organizations, and activities and follow General Eligibility guidelines.

Eligibility to be a part of these clubs, organizations, and school sponsored activities is based on the General Eligibility rules located in this handbook on pages 14-15.

DANCES AND PARTIES

1. No dance or party shall last later than 12:00. Recommended times are:
 - a. School nights 11:00 P.M.
 - b. Non-school nights 11:30 P.M.
2. No one is allowed to enter the dance or party later than 1/2 hour after event officially starts (unless previous permission has been granted).
3. Once a student is in the building for an event he/she is in for good - once a person leaves the building of the event he/she is out for good. You may not re-enter the event.
4. Students may bring a guest to events when it has been previously announced and guest must conform to all rules of the party. Guest name must be on guest list prior to 12:00 noon of the day of the event.
5. All MSHSL and Browerville HS Policies will apply to dances and parties.
6. Two (1 male - 1 female) chaperones are required at all dances and parties.
7. The Tiger Dress Code is required at all dances and parties unless especially specified for part of the party.

SAFETY DRILLS

The Browerville Public Schools along with parents and community view the safety of our students as an extremely important responsibility. In response to that responsibility we will conduct the following safety drill during the school year:

1. **FIRE DRILLS** – a minimum of five (5) fire drills will be conducted during the school year.

Fire Drill Procedure:

1. At the sound of the fire drill tone staff/students are to exit the building as quickly as possible. **FOLLOW FIRE DRILL EXIT ROUTES** located in each room.
2. All lights should be left ON and windows and doors closed after students have exited the room.
3. If an exit is blocked move quickly to the secondary exit.
4. Students, faculty, and staff are to be located at the west end of the elementary building at least 100 feet from the building.

2. **LOCK DOWN DRILLS**- a minimum of five (5) lock-down drills must be conducted during the school year. The LOCK-DOWN procedures will be initiated in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

Lock-Down Procedures

1. Building administrator(s) will issue a LOCK-DOWN EMERGENCY procedure by announcing the warning over the PA system.
2. All students, staff, and visitor are to go in the nearest classroom. Students, staff and visitors that are outside the building are to move as far away from the building as possible to a secure location.
3. Doors are to be locked.
4. Windows to the classroom are to be covered.
5. All persons in the classroom are to be moved away from windows/doors.
6. Allow no one outside the classroom into the classroom until the all-clear signal is given.
7. Cell phones ARE NOT to be used to notify outside individuals for safety reasons.

As part of security practices at Browerville Public School, the **exterior doors will be locked** throughout the day. Access can be gained by using the video intercom system on Door # 12 (Main Office door) and Door # 18 (Elementary door near nurse's office). Press the "Call" button, and office staff will respond.

3. **TORNADO DRILL**

Along with the National Weather Service, the Browerville Public School will participate in a minimum of one (1) tornado drill each year.

Tornado drill procedure:

1. At the sound of the weather alert tone, staff members will instruct student to either remain in the room or move to a designated room. The alert will sound for thirty seconds and then turn off. Updates and the alert to release will be done by PA announcement.
2. Staff and students moving to a designated room are to go as quickly as possible.
3. Students and staff are to move away from doors/windows to a corner of the room.
4. Faculty/staff without classes or assignments are to check bathrooms/hallways for students or visitors and direct them to the nearest designated tornado drill room.
5. The all clear or further instructions will be given via the PA system.

ATTENDANCE AND PERMITS

ATTENDANCE RULES

*See “**PARTICIPATION**” on pg. 10 for athletic event implications of attendance.

Regular attendance is **absolutely essential** to successful schoolwork. Make regularity of attendance your watchword at all times throughout high school.

The Minnesota State Department of Education is very specific in what constitutes an excusable absence. Illness of the pupil, illness of some member of the immediate family, quarantine or death in the immediate family, impassible roads, work permits or exceptionally urgent reasons would be considered among the legitimate reasons for an excused absence. **Truancy, play, oversleeping, unapproved work absences, shopping and parental neglect, whether such absence is with or without the knowledge of the parent or guardian, is unexcused. When a student in grades 7-12 has missed five (5) class periods or days in a semester the parent(s)/guardians will be contacted and a decision will be made whether future absences will be excused without a doctor/dentist/clergy verification. Each situation will be reviewed and a decision made on an individual basis regarding pursuit of Truancy through the Todd County Attorney’s Office.**

ATTENDANCE AWARDS

Perfect Attendance is recognized as a student with no absences for the school year (except school related activities like music contests), and one or less unexcused tardy. **Exemplary Attendance** is recognized as a student with two (2) or less absences for the school year and seven (7) or less unexcused tardies. **Outstanding Attendance** is recognized as a student with four (4) or less absences for the school year and ten (10) or less unexcused tardies. Any unexcused absences will eliminate a student from consideration for the attendance awards.

ABSENT SLIPS

If you have been absent, even for one period, you must obtain an admit slip from the Principal’s office. Get this slip from the Principal’s Office when you return to school before entering any class even though you may not use the admit slip for class purposes until the next day. Twice the time missed is allowed for making up missed work.

When it is anticipated that student will be absent or late, parents should call the office at 594-2272 between 8:00 a.m. and 9:00 a.m. with the reason for the absence or lateness. Failure to have an excuse, either written or by phone call, upon returning to school will result in an unexcused absence.

TARDINESS

If you are tardy to any class during the day, your teacher will mark you tardy. Passes for morning and noon tardiness must be issued by the office. The classroom teacher involved will resolve all other tardiness.

All tardiness is unexcused unless you have been detained by a teacher and have a pass issued by the teacher detaining you. Any student who receives 4 unexcused tardies in one quarter will receive an unexcused absence and a reduction in the quarter grade. Each unexcused tardy after the 4th will result in additional lowering of a student's grade.

LEAVING GROUNDS

Students are considered on school grounds when they arrive on the premises in the morning.

Students must not leave the school grounds before the regular classes are over unless they have a pass from the office in their possession. Any absences during the day without clearance from the office before leaving are considered unexcused.

All students who need to leave the school during the day must have permission from the Principal's Office. Parent's may call or send a note to indicate departing time and to give permission to leave. EMERGENCY ERRANDS may be run during the lunch period, but again, only with parent and administration permission. Students must sign out in the office when leaving and sign in when returning to school.

TRANSFER AND WITHDRAWALS

If you are transferring to another school or withdrawing from this school, before leaving you must present to the Principal a written excuse from your parent or guardian to withdraw. This method alone constitutes an honorable dismissal. You will be given a clearance slip, which is to be signed, by all your teachers and the Principal.

POLICY ON VISITORS TO THE SCHOOL

In order to provide a safe and positive atmosphere for learning at the Browerville Public Schools the following policy on visitors to the school will be followed:

1. Any and all visitors to the Browerville schools are to report to the main office to sign in for a visitors pass.
2. Students who are enrolled in the Post Secondary Option Program are considered visitors and must report to the main office to sign in.
3. Student visitors from other schools will not be allowed during the regular school day. (An exception would be a guest lecturer and or program participants.)

GENERAL REGULATIONS

MORAL CONDUCT

Careful supervision will be exercised over the moral conditions of students. Gambling, immorality, profanity, the use of tobacco, narcotics and intoxicating liquors, on the school grounds or elsewhere, is in violation of state law and shall not be tolerated. School personnel will make every effort to see that these laws are enforced and will confiscate any of the above depressants carried by students and report them to the Principal.

ACCIDENTS AND INJURIES

Due diligence is always exercised in preventing accidents. First aid services are available and severe cases will be referred to the clinic after parents are notified.

Accident reports are to be completed as soon as possible following the accident. Students who have been injured must report it to the office immediately.

A Certificate of Coverage has been sent to each family indicating medical, hospital and dental benefits available.

BORROWING OF EQUIPMENT

Equipment, dishes or furniture for plays, meetings and programs, may be borrowed from one place for use in another only with permission of the relevant teacher or staff member involved. Borrowed articles must be returned immediately after their use.

DRIVING

Students are not permitted to drive or ride in or on any motor vehicle during the noon hour or any part of the school day, unless parents request and the Principal gives permission to do so. Students are not to drive to religious instruction if religious instruction is conducted during the school hours. Should it be necessary to drive during the day, permission must be obtained from the Principal. Student's vehicles must be parked on the street to the north of the building or in the East Parking Lot, or along the south side of the building and not in the reserved faculty parking areas along Park Avenue or along the south side of the building. Parking in the faculty parking area may result in car being towed.

PARTICIPATION

Students are encouraged to participate in co-curricular activities including athletics, one-act play, plays, band, choir, HOSA, BPA, & FFA.

In order to participate in an activity on a school night as a team member, you must be in school no less than a half day (Periods 1-4, or Periods 4-7) the day of the activity or obtain permission from school administration to be absent. This is interpreted to include weekends. If a student leaves school during the school day due to illness, they will not be permitted to participate in the evening activity even though they may have been in school a half day. A student absent on Friday must obtain administrator's permission before participating in a Saturday or Sunday school event.

Students who participate in team events or participate in school activities must ride in school sponsored transportation to and from the activity. The only exception is students who are released directly and in-person to parents or legal guardians. Any special circumstances must be arranged with the athletic director or school administrator 24 hours in advance.

SCHEDULING OF EVENTS

The school calendar is arranged each spring for the next school term. Class sponsored activities not on the regular school calendar must be approved by the Administration according to the activities form provided.

TELEPHONE

STUDENTS WILL NOT BE CALLED FROM THE CLASSROOM TO ANSWER THE TELEPHONE EXCEPT IN **EXTREME EMERGENCIES**. A PUBLIC PHONE IS LOCATED IN THE BUILDING FOR STUDENT USE. STUDENTS MAY NOT USE THE PHONE DURING CLASSES AND WILL NOT BE GIVEN PASSES TO MAKE CALLS.

DISCIPLINARY REPORTS

A policy for the handling of student disciplinary violation has been established by the Board of Education and the Administration. Normally the following action will be followed: One of the primary factors in dealing with violations and violators is fairness. It is important to fairly evaluate each case. The first offender is counseled with and usually the parents are called or a report is mailed to the home so that parents are made aware of the infractions and the results. A second offense may necessitate a parent be asked to come to the school for a conference. The third offense may result in suspension of not more than fifteen days or, depending on the violation, may result in a recommendation to the Board of Education for the expulsion of the student. In the case of expulsion the student is entitled to a hearing following the guidelines and procedures established by the State Department of Education.

Based on the severity of the behavior the student may be suspended immediately as per Minnesota Pupil Fair Dismissal Act.

TIGER DRESS CODE

The Browerville Public Schools is like a business and proper attire is a trademark of our Tiger tradition. The board of education, faculty, support staff, administration and community wish to support proper dress and grooming as it influences the learning process and the health and safety of our students.

Cleanliness of the body and dress is vital to the individual student and the other students that share a locker area, classroom, shop, lab, and athletic/physical education location. Dress and grooming styles that create a disruption of the learning process within the classroom and building will not be tolerated.

Students will not be allowed to wear hats, caps, bandannas or headbands in the school building during school hours.

The following guidelines are provided to clarify proper attire during the school day and at school sponsored events and will be in force as of June 26, 2006:

1. Garments with any type of logo that displays or advertises tobacco, alcoholic beverages, or illicit drugs/paraphernalia are not allowed.
2. Garments with inappropriate pictures/sayings, example; Big Johnson, Co-ed Naked, Playboy, Hooters, College Mascots determined to be inappropriate or any other type of message that contains an inference that may be considered offensive to others are not allowed.
3. All undergarments (boxers, briefs, panties, thongs, bras, etc) are not to be exposed in any way.
4. The midriff and back area to be completely covered at all times. This includes the situation where a student is bending over, sitting at a desk, chair, lunchroom table, or stretching and reaching.
5. The following items are not allowed; tank tops, tube tops, mesh tops, sheer tops, sleeveless tops, halters, or bare midriff tops. Shirts/Tops cannot have necklines lower than the straight line from the top of the underarm across to the opposite underarm. Shirts/tops must cover shoulders, must have sleeves, and must extend past the top of the pants.
6. Dresses, skirts, shorts, culottes, and skorts that are shorter than 2 inches above the knee cap are not permitted.
7. Pants and slacks are to be worn with the waistband above the buttocks, even if worn under a sweatshirt or other garment that extends below that area.
8. Any and all attire that is determined to be discriminatory will not be allowed.

NOTE: The Browerville High School Junior/Senior Prom, Music contests and concerts and Athletic Banquets are formal events for our students. Exceptions to the Tiger Dress Code may be made for these events.

This list is provided as a guide. It does not contain all the possible exceptions to proper attire for students at the Browerville High School.

ENFORCEMENT PROCEDURE

Students who are found to have worn inappropriate attire to school will be subject to the following:

1. **First Incident:** The student will be warned, and the attire will be corrected at school. Parents will be notified.
2. **Second Incident:** The student will be removed from the classroom and either arrangement to correct the attire will be made, or the student will remain in the office **until the end of the school day. Parents will be notified.**
3. **Third Incident:** **The student may be suspended immediately and parents will be notified.** A parent conference will be required prior to the end of the suspension.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell Phone Policy

Technology is growing and developing very quickly. As it develops, we are learning to use it more efficiently and effectively. Browerville Public School recognizes the potential value of these devices in education. With that, students are permitted to bring their cell phones to school, and have them during the school day. Students may use their cell phones for personal use during transition periods or at lunch. (Please remember that cell phone use is *not* a valid excuse for tardiness to class). Students are not to use their phones during class time, as it will likely provide a distraction to learning for themselves and others. Teachers are welcome to incorporate the use of cell phones

when appropriate to their lessons. **If a student's cell phone proves to be a distraction to learning, the following consequences will result:**

ENFORCEMENT PROCEDURE

First Incident: The student will be warned, and the device will be confiscated until either 3:05, or 8:20 the following school morning.

Second Incident: The device will be confiscated. The device will be returned either by notification by the parent, or directly to the parent.

Third Incident: The device will be confiscated. A conference may be required with the parent/guardian.

Other Electronic Devices

Electronic devices (MP3 players, iPods, portable gaming devices, headphone, etc.) not implemented specifically for educational purposes are not to be used during class time. **If found to be a distraction to learning, the above mentioned consequences will result.**

During school hours and school sponsored events cellular phones are not allowed in Browerville High School locker rooms, bathrooms and changing areas.

CHROMEBOOKS

Chromebooks are expected to be charged at home. It is recommended that they go home daily in the event of the implementation of an e-learning day. (see page 18 of the Tiger Handbook and refer to the Chromebook Policy found on Browerville Public School website www.browerville.k12.mn.us)

POLICY ON BEVERAGES IN THE BUILDING

Students are allowed to purchase drinks from the machines provided in the commons area except during the lunch periods.

POLICY ON POSSESSION OR USE OF A CONTROLLED DANGEROUS SUBSTANCE OR ILLEGAL DRUG AS DEFINED BY STATE OR FEDERAL LAW

The Browerville Public Schools recognizes that the possession and misuse of prescription, and/or use of non-prescription drugs, alcohol, or tobacco on school grounds, or in school buildings by any student is a violation of criminal law. School grounds are defined as any building, sidewalk, ball fields, busses, vans or any place school sponsored activities are conducted.

In order to provide a safe and secure atmosphere for learning the following steps will be taken when dealing with situations involving non-prescription drugs, alcohol and tobacco.

As defined by law, it is the responsibility of the Browerville Public Schools to report such activity to the proper authorities. Therefore, any and all situations that involve the possession or use of non-prescription drugs, or misuse of prescription drugs, alcohol, and or tobacco will be submitted to either local or county law enforcement officials.

SEARCHES CONDUCTED BY A CERTIFIED AGENCY

Searches will periodically be conducted by a certified agency that employs dogs at the school during the school year.

DRUGS:

The following steps will be taken when a student is found in possession of, under the influence of, or using drugs on school property:

1. All school personnel shall report to the administration any students observed in possession of, under the influence of, or using drugs on school premises.
2. Law enforcement officials will be contacted immediately.
3. Parents of the offending students will be notified of the situation and informed of the students' rights, as per the Minnesota Fair Pupil Dismissal Act.
4. The student will be suspended for not less than a day. The suspension may be in or out-of-school.
5. The student will be informed of local agencies, which can assist in intervention, guidance, and counseling relating to the abuse of drugs.

ALCOHOL:

The possession of, the drinking of, or being under the influence of alcohol beverages on school grounds or in the school building by students shall not be allowed. The following steps will be taken when enforcing the alcohol rule:

1. All school personnel shall report to the administration all students observed in possession of, drinking of, or under the influence of alcohol on school premises.
2. Law enforcement officials will be contacted immediately.
3. Parents of the offending student(s) will be notified of the situation and informed of the student's rights under the Fair Pupil Dismissal Act.
4. The student will be suspended for not less than a day. The suspension may be in or out-of-school.
5. Parents will be informed of the local agencies which can assist in the intervention, guidance, and counseling relating to the use of alcohol.

TOBACCO:

Smoking, chewing, or possession of tobacco by a student while on school grounds or in the school building shall not be permitted. (Note: electronic cigarettes are also prohibited) The following steps will be taken in enforcing the tobacco rule:

1. All school personnel shall report to the administration all students observed smoking or chewing tobacco on school premises.
2. The proper law enforcement officials will be contacted.
3. Parents of the offending student(s) will be contacted and notified of the situation and informed of the student(s) rights under the Fair Pupil Dismissal Act.

4. The student will be suspended for not less than a day. The suspension may be in or out-of-school.
5. Parents will be informed of the local agencies which can assist in the intervention, guidance, and counseling relating to the use of tobacco.

POLICY ON SEXUAL HARASSMENT AND SEXUAL VIOLENCE (more detailed policy information can be found on page 30)

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minn, Stat.363.01-.14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of Independent School District No. 787 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of School District No. 787 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of School District No. 787 to be sexually violent to a student or employee.

The School District will act to investigate all complaints, formal and informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

Any person who believes he or she has been a victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged act immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office.

MINNESOTA STATE HIGH SCHOOL LEAGUE

AREAS OF PROHIBITED STUDENT CONDUCT

Nothing herein is intended to restrict the exercise of legitimate First Amendment rights. The preceding standard is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in this section. The following is a list of some of the main areas of conduct that may lead to disciplinary action, including suspension up to 15 days or possible expulsion determined by the board of education.

1. Stealing, causing damage to or destroying property, if done on school grounds or during a school function or event.
2. Fighting or attempting to cause physical injury or harm to any student, teacher or other school employee, or visitor on school grounds or during a school function or event.

3. Threatening or intimidating verbally or physically any student, teacher or other school employee or visitor.
4. Possessing, using or transmitting any object that in fact or under the circumstances can reasonably be considered to constitute a weapon.
5. Gambling on school premises or at school events.
6. Failure to comply with the drug, alcohol & tobacco restrictions.
7. Willful failure to comply with the directions of teachers, bus drivers, principals or other authorized school personnel.
8. Repeated violation of any rules or regulations governing student conduct.
9. Use of water devices, balloons, water guns, bottles, etc.
10. Throwing snowballs on school property.

MINNESOTA STATE HIGH SCHOOL LEAGUE

GENERAL ELIGIBILITY

In order to represent the school as a participant in any public activity – athletics, music, declamation, drama, and clubs – the following rules as set forth by the Minnesota State High School League apply for student eligibility.

1. Scholarship – A student must have passed in a minimum of three half credits or credit subjects the previous quarter.
2. Alcohol – A student shall not use or have possession of a beverage containing alcohol during the twelve-month calendar year.
3. Tobacco - A student shall not use or have possession of tobacco during the twelve-month calendar year.
4. Drugs – A student shall not consume, have in possession, buy, sell or give away any drug defined by law as a drug to be dispensed by a doctor’s prescription unless specifically prescribed by his own doctor during the school year or during the season of practice or play.
5. Violations of #2, #3, and #4 will be treated as follows:

Category I (Athletic)

1. *First Violation – 2 events or 2 weeks whichever is greater.
2. *Second Violation – 21 calendar days or 6 consecutive events, whichever is greater.
3. *Third Violation – 12 consecutive events (6 consecutive events if student is enrolled and completes a credited treatment program).

Category II (Drama, Music, Activities, Fine Arts, FFA, BPA, and all other clubs and organizations)

1. *First Violation - After the confirmation of the first violation, the student shall lose eligibility for the next public appearance or scheduled event which the student is a participant if the student has not already served the penalty in a MSHSL event. Example is if all contest are completed but a public appearance is being made, the student must sit out that event. The bylaw is confirmed when the instructor and/or Athletics/Activities Director has informed the student that he/she has violated a MSHSL bylaw and is now under a Category II violation.

2. *Second Violation – After the confirmation of the second violation, the student shall lose eligibility for the next two public appearances or scheduled events which the student is a participant if the student has not already served the penalty in a MSHSL event. Example is if all contest are completed but public appearances are being made, the student must sit out the next two events. The bylaw is confirmed when the instructor and/or Athletics/Activities Director has informed the student that he/she has violated a MSHSL bylaw and is now under a Category II violation.
3. *Third Violation – After the confirmation of the third violation, the student shall lose eligibility for the next six public appearances or scheduled events or three weeks (21 days from confirmation) whichever is greater which the student is a participant if the student has not already served the penalty in a MSHSL event. Example is if all contest are completed but public appearances are being made, the student must sit out the next six events. The bylaw is confirmed when the instructor and/or Athletics/Activities Director has informed the student that he/she has violated a MSHSL bylaw and is now under a Category II violation.

NOTE: IF A STUDENT SERVES HIS/HER PENALTY IN A NON-MSHSL EVENT HE/SHE WILL STILL HAVE TO SERVE THAT PENALTY IN THEIR NEXT MSHSL EVENT TO MEET THE REQUIREMENTS OF THE MSHSL.

** As per MSHSL Rules.*

6. Amateurism – A student must refrain from participating for gain, either directly or indirectly, to retain their amateur status.
7. Independent Team Play – After a student has participated in an interscholastic football, basketball game or wrestling match with the A or B squad of his team, he/she shall not participate on an independent team in the same sport. Independent teams include all other teams, such as 4-H, FFA, Church, National Guard, etc., regardless of how informally or loosely organized.
8. Under Solicitation – The use of undue influence by any person connected or not connected with the school, to secure or retain the attendance of a student shall cause the student to be ineligible for one calendar year.
9. **CONDUCT UNBECOMING OF AN ATHLETE OR STUDENT REPRESENTING THE SCHOOL** in a school sponsored activity club or organization will result in disciplinary action, and will be enforced throughout the entire calendar year. Conduct unbecoming includes, but is not limited to: stealing, vandalism, suspension from school, harassment, fighting and/or drug/alcohol/tobacco use or possession for non-athletic/fine arts clubs, organizations, and activities.

SPECIAL OLYMPIC PARTICIPANTS RULES OF CONDUCT

Participants in Special Olympics at Browerville High School will be classified as student/athletes and all inappropriate behavior and violations will be subject to penalty under the behavior unbecoming and athlete section of the student handbook. Minnesota State High School League Rules will not apply to Special Olympics.

LAST DATE TO JOIN A TEAM

A. To be eligible for section and state competition, a student must be a member of that school's team no later than the fourth Monday (the 22nd calendar day) from the official start of that sport season.

B. Membership Defined: A student must:

- 1) be practicing with the high school team;
- 2) be on the school's master eligibility list; and
- 3) be under the bylaws of the League.

C. Exceptions: At the member school's discretion, students may be allowed to join a team after the fourth Monday (the 22nd calendar day) from the official start of that sport season and be fully eligible for regular season and post-season competition if they meet any of the four conditions below:

- 1) transfer students who become eligible in their new school; or
- 2) students who are participating in another sport and wish to drop that sport or participate in a second sport during that same sport season, provided they have not delayed their membership in order to gain a competitive advantage; or
- 3) students who, were under the care of a physician and were medically unable to join the team by the specified date (students must have written documentation from the physician); or
- 4) students who join a team after the fourth Monday (the 22nd calendar day) from the official start of that sport season, and **have not participated in the same sport:**
 - a) on a non-school team or as an individual competitor; or
 - b) in a camp or clinic; or
 - c) received private instruction in that sport during the high school season.

D. Students who join a team after the fourth Monday (the 22nd calendar day) from the official start of that sport season are eligible for the **regular season only** (not post-season) if they **have** participated in the same sport:

- 1) on a non-school team or as an individual competitor; or
- 2) in a camp or clinic; or
- 3) received private instruction in that sport during the high school season.

E. Along with meeting all the above requirements each case of an individual wanting to join a team after the 22nd calendar day will go through an interview process with the Superintendent, Principal, Athletic Director, and Head Coach. This panel will decide if the individual will be able to join the team at this point. This will be done on a case by case format.

PROGRESS & ELIGIBILITY REPORTS

Students enrolled in any class, including online classes, are expected to be making satisfactory progress. Faculty members are available and willing to help students accomplish this goal. Students who are participating in extracurricular activities and who are not passing a subject may lose eligibility to participate in any and all extracurricular activities, upon adoption and implementation of this policy. Students who are not participating in extracurricular activities may also be declared ineligible for certain privileges, as stated in this policy.

Any student who is not passing a class will be notified by the teacher with a copy of a DEFICIENCY REPORT which will also be sent to the parents or guardians indicating that a deficiency exists, the causes for the deficiency, and recommendations for improvement. The DEFICIENCY REPORT will be completed by the teacher and turned into the office.

A copy of the DEFICIENCY REPORT will remain on file in the high school office, and the advisor/coach of each affected extracurricular activity in which the student participates is notified. The advisor/coach is to discuss the deficiency with the student and offer encouragement for improvement.

Any student who is participating in an extracurricular activity and on whom a DEFICIENCY REPORT is sent shall be placed on **probation for a period of two weeks** during which the student will have an opportunity to improve the grade to passing. The two week period shall begin the day after the student has met with the Dean of Students or the Principal.

If grade is not improved to passing during the two week probationary period, the student will lose eligibility to participate in the extracurricular activity until the student is passing coursework. Ineligibility will be continuous until the grade has improved to passing or the student is no longer enrolled in the class. A student receiving a failing grade for the grading period will be ineligible for extracurricular activities for the following period:

- Category One Activities (All athletic activities and fine art activities: debate, speech, and one act play): (2) two weeks or (2) two events, whichever is greater.
- Category Two Activities (Drama, Music, all extracurricular activities not considered category 1): (2) two weeks or the next public performance or interscholastic event, whichever is greater.

Spring failures will be carried over to the fall activities for all students returning in the fall.

Second and fourth quarter failures will carry over to the next activity the student participates in.

For the purpose of this policy, a week shall be defined as five (5) school days. Any student who is suspended from participation in extracurricular activities has the right to a hearing upon request. The purpose of such hearing is to ensure that failing grades given the student were valid and warrant the prescribed suspension. This hearing will include the student, his or her parents or guardians, the teacher, and appropriate administrator(s).

During the period(s) of ineligibility, the student may participate in conditioning and practice, but he/she may not participate in any scheduled game/event/contest, defined as a Category One or Two activity by the MSHSL.

A student who is not passing a class and on whom a DEFICIENCY REPORT has been sent, whether or not he/she is participating in an extracurricular activity, will be subject to the following provisions of this policy.

Restriction List

The student will be placed on a "restriction list" beginning the day after the DEFICIENCY REPORT is sent. Restrictions will be determined by the principal, but may include no passes or visiting privileges. A student will be removed from the restriction list by the teacher notifying the office verbally or by written note to office personnel.

A student who is in academic difficulty or whose class performance has significantly declined, but who is still passing the class, will be notified by the teacher and a written notice will be sent to the parents or guardians. This notice of academic danger may also be used to notify the parents or guardians of substantial change in achievement of a student and this notice will place the student on the restriction list. This notification of academic danger will not begin the ineligibility process described previously. A DEFICIENCY REPORT must be sent to begin the extracurricular probationary or ineligibility process.

This policy is proposed and adopted with the overall intention of establishing a system of timely notification of parents or guardians of academic difficulty and failures, while providing for incentives to improve the grades to passing. The intent is to reduce the number of failures in academic subjects and thereby help to provide a better education to students.

Any student with three or more deficiencies at any time will be the subject of a faculty/parent/student conference arranged by appropriate school staff.

OTHER INFORMATION

CAFETERIA

Students are encouraged to eat their noon meal in school. A well balanced diet is served in the school hot lunch program. The lunch program is non-profit, the cost of the meals being the cost of the program. Student meals are \$2.75 for grades K-12. Parents will have received a procedure sheet for the payment of school lunches. Second lunches are \$3.25. Free and Reduced lunches are only for the first lunch. Students who bring lunch to school are required to eat in the school cafeteria.

PUBLICATIONS/Communications

The school publishes an Annual each year.

There are four editions of the Browerville School Newsletter published during the school year, and posted on the website

Instant Alert System is used for mass telephone and electronic communications.

JMC online grade book system, Parent Access, is available. Please contact the office to obtain a password.

<http://www.browerville.k12.mn.us> is the school web site, where the daily announcements may be accessed, JMC Parent Access is available and the student handbook may be viewed electronically.

“Like” us on Facebook. Browerville Public School #787, new in 2013.

CHANGE OF ADDRESS

Report a change of address or telephone number to the office secretary. Students moving from the rural to urban or from the urban to rural areas are to notify the office of this change of address.

ANNOUNCEMENTS

Announcements and information that are important to you are given each morning. You are held responsible for the rules, instructions and information contained in the morning announcements. If you have an announcement to be read, first have it approved by the advisor of the group affected and the Principal and then bring it to the office no later than 8:30 A.M. on the day it is to be read. It is requested that you turn the announcement in the day before, if at all possible.

CONTESTS

The school participates annually in approved contests sponsored by local, state, and national organizations. You will receive full information regarding any such contests, including a statement of the prizes offered for each.

TARGETED SERVICES

In cooperation with the Freshwater Education District, the Browerville Public School offers Targeted Services/Credit Recovery tutoring on Tuesdays and Thursdays throughout the school year for students in Grades Kindergarten through 12th Grade. Parents and teachers can refer students. There is also a three to six week Summer School Program available for students who qualify.

Academics

GUIDANCE AND COUNSELING SERVICES

-Our counseling and guidance services are available to all students, K-12. Counseling services may be used for academic problems, academic decision-making, career planning, and guidance, application procedures for post high school training (college, vocational school, military, apprenticeship programs or job hunting) and financial aids procedures for further education.

-Counseling and guidance also includes personal counseling. Personal counseling such as personal problems or decision-making may also be referred to the consultants with the consent of the student and their parents or guardians.

-Our counseling services are intended to assist students to benefit to their fullest from the high school education and experiences as well as what happens to students after graduating from high school.

-For the greater convenience for students, our faculty and administration, contacting the guidance counselor beforehand for an appointment is encouraged. However, if pre-scheduling is not convenient, students may see the counselor by following the pass procedure for Browerville High School.

HONOR ROLL

Honor Roll is expressed as a Grade Point Average, (GPA). To be declared on the Honor Roll a student must have a 3.0 GPA or higher for "B" Honor Roll and 3.667 GPA or higher for "A" Honor Roll.

Grade point values are averaged on the following values:

A=4 A-=3.67 B+=3.33 B=3 B-=2.67 C+=2.33 C=2 C-=1.67 D+=1.33 D=1 D-=.67 F=0

Students who receive a D, F, U, or Incomplete are not eligible for the Honor Roll.

INCOMPLETES

Leaving school before the end of the year with credit is not permitted.

If you are compelled to leave school on account of illness or conditions beyond your control before the final examination, all your courses will be marked incomplete. Any work that is not made up during the semester following the one in which the incomplete was received automatically changes to a failure.

ADMISSION

Any student who has completed the sixth grade of a Minnesota school or the equivalent in any other state, or any person of mature age who can satisfy the Principal of his fitness to take Junior or Senior High School work and lives within the boundaries of the Browerville High School area will be admitted.

Credits earned in other high schools are accepted toward advanced standing provided the student shows he has the ability to meet all the standards set by the school.

TEXTBOOKS

The school furnishes textbooks free of charge. You are responsible for damage to or loss of all books issued to you. In case a book is lost, you must either pay for it or make arrangements to do so before you can have another issued to you. Students are requested to place covers on all textbooks.

LOCKERS

Lockers are provided for all students and are issued without charge or deposit. Lockers are to be in suitable order and condition. Restitution must be made for lockers abused. The school accepts no responsibility for anything stored in them. Padlocks are available for a \$5.00 padlock deposit that will be refunded at the end of the senior year or if a student transfers to another school. All students must rent an authorized lock. Do not give your combination to anyone, report stolen or damaged locks to the office immediately. No personal locks allowed. Browerville Public Schools follow policy #502 regarding School Lockers. This policy is available to the public for review by contacting the Office of the Superintendent. Browerville Public Schools' locker policy outlines that school lockers are the property of the school district. At no time does the district 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 school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law, district policy, or school rules.

LOSS OR DAMAGE TO PROPERTY

The school does not and cannot assume any responsibility for loss or damage to any property belonging to or issued to you. You assume sole responsibility for loss or damage to any property belonging to you or to the school, such as garment or instruments. The school will, in every possible way, endeavor to protect all properties at school in your possession.

All property borrowed must be returned to the school. Damage to or loss of property must be paid for or satisfactory settlement for it made with the office. Any student deliberately destroying school property must make restitution.

CLASS STANDING, CREDIT, AND SCHEDULE

Class standing is determined by the number of credits successfully completed. Grading periods are scheduled every 9 weeks. Class standing credits are calculated at the end of each semester. Browerville High School has a Seven Period Day, with each class period worth .5 credits, for a total of 7 credits possible in a school year. Exceptions are considered for college credit courses, or extended school year events like Credit Recovery.

Between each class period, there are four minutes of passing time from one class to another.

BROWERVILLE HIGH SCHOOL GRADUATION REQUIREMENTS

The Minnesota State Legislature has determined that the following credits must be earned in order to graduate from a Minnesota Public School. The students in grades 11 and 12 will be able to complete their graduation requirements under our present credit system.

Subject Area Browerville High School

English/Language Arts 4 credits; requiring a minimum of 1 credit per year

Math 3 credits (*Minn. Stat. § 120B.16 (2006)*)
Algebra II, Geometry and one additional elective
*Algebra I is offered in Grade 8

Science 3 credits
Physical Science, Biology and one additional elective
*Starting with the class of 2015 must complete either Physics, Chemistry, or Career Tech that encompasses the Physics or Chemistry standards.

Social Studies 4 credits to include
American Civics/Economics (required)
United States History (required)
World History (elective) Psychology (elective)
World Geography (elective) Sociology (elective)
World Cultures (elective) Current Events (elective)
Economics (elective)

Arts 1 credit
Performing Art (Band or Choir)
Visual Art (3D Art, 2D Art, or Art Basics)

Electives: 11.5 credits (Class of 2018 and beyond)

~~***Required Credits 26.5 Credits (Class of 2018 and beyond)**~~

NEW: removed transition language

PSEO TAKEN PASS/FAIL

In order to factor PSEO course taken as Pass/Fail classes into grade point averages and class, rank, any PSEO course taken Pass/Fail will be awarded 2.0 grade points (comparable to a “C”)

REQUIREMENTS FOR CLASSES UNDER THE BROWERVILLE SYSTEM EACH YEAR

Freshmen:	English 9 American Government/Economics Algebra II Physical Science Physical Education Computer Application Drivers' Education	
Sophomore:	American History English Biology Geometry Physical Education Health Education	
Junior:	1 Credit Social Studies 1 Credit English 1 Credit Mathematics	1 Credit Art (9-12) 1 Credit Science (11-12)
Senior:	1 Credit Social Studies 1 Credit English	

CURRICULA

The class schedule has changed from a modified Block System, to a standard Seven-Period day. Students will be able to earn at least 7 credits per year.

ADDITIONAL REQUIREMENTS

*Graduation assessment requirements as outlined by the Minnesota Department of Education, May 2014 in accordance with Minnesota Statutes, section 120B.30, subdivision 1e. **Phased out***

NEW

EARLY GRADUATION

By the end of the junior year a student may apply for early graduation. All requirements must be met in order for a student to be granted early graduation at the end of the 3rd quarter of their senior year.

DRIVER'S EDUCATION FOR GRADE 8 STUDENTS

A Grade 8 student may take Driver's Education if the student turns 15 years old on or before February 12. Be advised, an adjusted 9th grade schedule may result.

HOMEWORK

The amount and type of homework will be prescribed by the individual teacher.

COURSE CHANGES AND ONLINE CLASSES

Schedule changes can be made during the first three days of the semester, as long as progress toward graduation is maintained. Any changes requested after that date is at the discretion of administration. Online courses taken by Browerville students are subject to the host school for the online class. Browerville Public School will assist as best as we can to help the student succeed in their online class, but the nature of online classes makes it difficult. PSEO online courses taken by Browerville students are subject to the requirements of the post-secondary institution, and may have different school calendars and different schedule change policies than Browerville Public School's policy. Many online courses are graded by semester, not quarterly. Therefore, a grade may not appear on a student's first or third quarter report card for the online class. Grades are reported by the host institution on their timeline, which may cause problems for Browerville Schools to report final grades on report cards, and graduation status.

GRADE REPORTS

At the end of each nine-week period you will receive reports showing your standing in all your subjects. Each report is your property and need not be returned to the school. If grades are not satisfactory, you should arrange a meeting with your teacher. Teachers are willing to help do satisfactory work.

WORK REPORTS

The Mid-Term deficiency or proficiency reports are sent to parents. The principal and teacher are always glad to confer with parents regarding student problems.

STUDENT/PARENT RIGHTS

The Browerville Public School conforms and adheres to all requirements set forth in the Student Bill of Rights issued by the Minnesota Department of Children, Families and Learning, the Title IX established by the United States government, and the Family Educational Rights and Privacy Act of 1974 (inspection of student records by parents and eligible students). Complete copies of the above laws are available at the district office.

MSHSL TRIPLE 'A' AWARD

The Browerville High School is a member of the Minnesota State High School League (MSHSL). As a member we participate in the Triple 'A' Award Program. One female and one male member of the senior class are eligible to be chosen for this award. The criteria and procedure for the selection of the Triple 'A' nominees for the Browerville High School are listed below:

The selection committee will include; athletic director, principal, school board member (MSHSL rep.), fine arts director, coach, and superintendent.

Applications will be scored as follows:

- Grade Point Average – a student must have 3.0 (B) grade point average to apply.
- Academics – 30% to include grade point average, college level classes/high school classes, and a student essay

- Fine Arts – 30% to include participation and awards earned in band, choir, one act play and a student essay.
- Athletics – 30% to include participation on fall, winter, and spring sports and awards earned while participating, and a student essay.
- Triple ‘A’ Student Essay – 10%

The application process begins in November and candidates are chosen in December for the Triple ‘A’ award.

BOARD POLICIES

The Board of Education of Independent School District #787 has adopted several policies that guide our practice. They are available to the public for review by contacting the Office of the Superintendent. Among the most referred to policies are; #515-Pupil Records; #503-Student Attendance; #502-School Lockers; #506-Student Discipline/Code of Conduct/Pupil Fair Dismissal Act; #102-Equal Opportunity/Nondiscrimination; #419-Tobacco-Free Environment; #501-School Weapons Prohibition; #509-Open Enrollment/PSEO; #531-Pledge of Allegiance; #526-Hazing Prohibition

Browerville Public School *Adopted: 2014*

MSBA/MASA Model Policy 514

Orig. 2003

Revised: June 2014

Rev. 2014

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student’s educational opportunities or performance

or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model 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.

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

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

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

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

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this

policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the

complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

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

publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

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

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

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

- 1. Engage all students in creating a safe and supportive school environment;
 - 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 - 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 - 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 - 5. Teach students to advocate for themselves and others;
 - 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 - 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness,

truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

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

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)

- MSBA/MASA Model Policy 507 (Corporal Punishment)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
- MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
- MSBA/MASA Model Policy 525 (Violence Prevention)
- MSBA/MASA Model Policy 526 (Hazing Prohibition)
- MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
- MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
- MSBA/MASA Model Policy 711 (Video Recording on School Buses)
- MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Browerville Public School *Adopted: 2010*
 Orig. 1997

MSBA/MASA Model Policy 526

Rev. 2014

526 HAZING PROHIBITION

[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minn. Stat. § 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minn. Stat. § 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. 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.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. “Student” means a student enrolled in a public school or a charter school.
- F. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the 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, work assignments, or educational or work environment.
- 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 building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. 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 legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited 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; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where 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 hazing.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or 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. 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.

VII. DISSEMINATION OF POLICY

[Note: Proper reference should be made to the appropriate handbooks in each school district.]

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

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

- Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

Browerville Public School Adopted: 2010
Orig. 1995

MSBA/MASA Model Policy 413

Revised: August 2011

Rev. 2017

413 HARASSMENT AND VIOLENCE

[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is 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.

[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is 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. The school district prohibits any form of harassment or 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.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's 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, as defined by this policy. (For purposes of this policy, school

district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's 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.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's 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, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

A. "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.

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, including gender identity or expression, or disability 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. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

- 1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
- 2. "Familial status" means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor’s legal guardian; or
 - b. 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 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.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “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.
 7. “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
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or**
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;

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

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:

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

H. Violence; Definition

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, 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.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or 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 by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district 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 school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "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 school district 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 superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school 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. School district 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 school district 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 District. The school board hereby designates _____ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district 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, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

- 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 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 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 accusations 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.

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.

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.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall 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 target or victim, the complainant, and students, teachers, administrators, or other school district 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 school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. 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 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 school district 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.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district 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.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

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

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- 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, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)

BROWERVILLE SCHOOL DISTRICT

School Year Asbestos Management Notification

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Browerville School District has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community’s youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Browerville School District were inspected by an EPA accredited inspector and an independent laboratory analyzed samples. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Browerville School District has completed the 3-Year Re-inspections required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year Browerville School District conducted the following with respect to its asbestos containing building materials:

*Continued the Operations and Maintenance Program

Federal law requires a periodic walk-through (called “surveillance”) every six months of each area containing asbestos. MacNeil Environmental, Inc. will accomplish this under contract.

Short-term workers (outside contractors – i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of the asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The Browerville School District has a list of the location(s); type(s) of asbestos containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to Scott Bacher, with MacNeil Environmental, Inc., at 800-232-5209, Extension 621 or by contacting the Browerville School District at 320-594-2272.

Indoor Air Quality Notice

Browerville School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission –

educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school.

The Browerville School District Indoor Air Quality contact person is Walt Lucas, Building and Grounds. If there are any questions regarding the school's IAQ Program, please feel free to call the school at 320-594-2272.

Pesticide General Notice

A Minnesota state law went into effect in year 2000 that requires schools to inform school staff, students and parents if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at the school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If there are any questions regarding the Browerville School District Pest Management Program or you would like more information on the pesticide application schedule, please feel free to call the school at 320-594-2272.

Parents of students may request to receive, at their expense, prior notification of any application of a pest control material. Please contact the office at 594-2272 if you wish to receive this notification.

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

Including Minnesota Student Survey and Todd County PCN Survey

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;

3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening 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 exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

•*Inspect, upon request and before administration or use –*

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Browerville Public Schools has and will adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Browerville Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Browerville Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Browerville Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202