

TO ALL STUDENTS OF BROWERVILLE HIGH SCHOOL

Browerville High School, Home of the "Mighty Tigers" is a proud school. "Enter to Learn; Go Forth to Serve". Many opportunities are available here to develop your interests and abilities **if you wish to apply yourselves**. The most important people in your lives during the adolescent age are your parents, teachers, and spiritual leaders. Listen to them! They deserve your respect.

Our faculty, highly competent and professional, is looking forward to working with each of you and assisting you in every educational adventure.

Let's make this year the best. "Success is Fun".

Read this booklet carefully NOW. Don't Wait!! Be sure you understand everything in it. Have your parents read it, too. If you or they have any questions, please stop in or call.

**“SELF DISCIPLINE IS THE GREATEST ASSET THAT A STUDENT CAN
CONTRIBUTE TO HIS PERSONALITY.”**

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 behavior expectations have been developed. These expectations mirror what Browerville Public Schools is all about.

Browerville Public School Student Behavioral Expectations

Take Pride in Yourself and Your School

Maintain the Browerville tradition of being first class

Be self-disciplined

Be Prompt And Prepared

Be on time

Come to class with your books, paper, writing utensils, or what is required

Respect Authority

Listen and hear what Browerville School Faculty and Support Staff say to you

Follow directions or directives promptly THE FIRST TIME

Respect Rights of Others

Use appropriate voice and language

Do not interrupt when your teacher or another student is speaking

Listen to the other person

Respect the opinion and point of view of others

Practice school safety

Respect Property

If something is broken contact your teacher or custodian

If there is a spill contact your teacher or custodian

Writing on walls, lockers, etc is vandalism – report it immediately

Take pride in your school

Display a Concern for Learning

Remain on task

Do not disrupt the opportunity for classmates to do their work

Do your best and, be the best you can be

Put forth your best effort

Display Appropriate Social Skills

Teasing and name-calling are unacceptable

Bullying is unacceptable

Be courteous with classmates and teachers

Consider what you say or do, how it makes other's feel

Display Positive and Productive Character

Set your personal standards high

Go beyond what is required

BE A BROWERVILLE TIGER!

TIGER BULLYING PREVENTION PROGRAM (in Coordination with the Browerville Public School Bullying Policy 514 found on page 25)

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 Tiger Bullying Prevention Program has been developed. **The expectation for students, faculty and staff to always approach others with respect mirrors what Browerville Public School is all about. Kindness and respect cost nothing, but prove to be invaluable.**

School Level Component

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.

- I. Definitions:
"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - a. 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
 - b. 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.

- II. Reporting:
 - a. Upon receipt of a complaint or report of bullying, an investigation by school district officials, or a third party designated by school officials will commence.
 - b. Immediate steps will be taken to protect the complainant, reporter, students or others during the investigation of the complaint.
 - c. Upon completion of the investigation, appropriate action will be taken that may **range from positive behavioral interventions to suspension and/or expulsion. Depending on the severity of the situation, law enforcement officials may also be contacted for further investigation and possible legal consequences.**
 - d. The Browerville Public School will follow all applicable rules regarding Data Privacy.

- III. Faculty/Staff & Student and Parents
 - a. Browerville faculty and staff will receive in-service training to help identify, prevent or report bullying behavior.
 - b. Students in grades Pre-K – 12 will receive information about bullying to help prevent bullying and to understand proper behavior.
 - c. Parents will receive information about the Tiger Bullying Prevention Program and are asked for support of the program.
 - d. Monitor student activities, and create an opportunity for students to succeed.

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, 9-10 by invitation only

Dances:

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

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. 9th & 10th grade students from Browerville High School are allowed to attend by invitation only.
2. Out of school guests must be under 21 years of age to attend the BHS JR/SR Prom.
4. 9th – 12th grade students from other High Schools must have prior approval to attend.

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.

CHURCH NIGHT

Wednesday night is church night. No activities are permitted in the school building on this night after 6:00 P.M. unless approved by the superintendent.

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 the **new practice** 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.
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.** Students who have unauthorized absences will have quarter grades reduced in the following manner: For each class missed the grade will be reduced 1/3 of a letter grade for each day absent.

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, librarian 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 spectator or team member, you must be in school no less than a half day (Blocks 1-3 or Blocks 4 & 5) the day of the activity or obtain permission from the Principal 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 the Principal'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 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.

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.

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 or chewing of, and or possession of, tobacco by a student while on school grounds or in the school building shall not be permitted. 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 immediately.
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.

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 \$2.00 for grades K-12. Parents will have received a procedure sheet for the payment of school lunches. 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

Alert System is used for mass telephone and electronic communications.

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

print.

<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

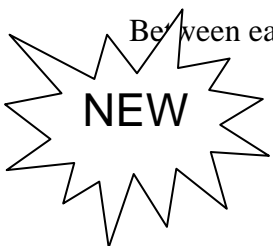
The school does not and cannot assume any responsibility for loss or damage to any property belonging to or issued to you. You assume sole responsibility for loss or damage to any property belonging to you or to the school, such as garment or instruments. The school will, in every possible way, endeavor 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 (<i>Minn. Stat. § 120B.16 (2006)</i> Algebra II, Geometry and one additional elective *Algebra I is offered in Grade 8
Science	3 credits Physical Science, Biology and one additional elective *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:** 14 credits (Class of 2015); 13 credits (Class of 2016);
 12 credits (Class of 2017); 11.5 credits (Class of 2018 and beyond)



***Required Credits** **29 Credits** (Class of 2015); **28 Credits** (Class of 2016);
 27 Credits (Class of 2017); **26.5 Credits** (Class of 2018 and beyond)

*Due to the shift from a modified Block System to a Seven-Period Day, the total credits available to students has decreased, requiring a transition of required credits.

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 Art (9-12) 1 Credit Science (11-12) 1 Credit Math (11-12)
Senior:	1 Credit Social Studies 1 Credit English	

CURRICULA

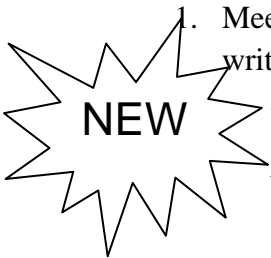
The class schedule has changed from a modified Block System, to a standard Seven-Period day. Students will be able to earn at least 7 credits per year.

ADDITIONAL REQUIREMENTS

Graduation assessment requirements as outlined by the Minnesota Department of Education, May 2014

Grade 12 Student and Older in 2014-2015 (first enrolled in grade 8 in 2010-2011 or earlier) can meet graduation assessment requirements in one of three ways:

1. Meet graduation assessment requirements in GRAD testing in reading, mathematics, and writing. This includes:
 - a. A proficient score (Meets or Exceeds the Standards) on the MCA Reading (Grade 10) and the MCA Mathematics (MCA-Modified and MTAS).
 - b. A passing score on the GRAD Writing test (grade 9), GRAD Reading, and GRAD Mathematics retests. This also includes modified scores dictated by IEP.
2. Complete an ACT assessment for college admission, or the ASVAB assessment in Mathematics, Reading and Writing *Most Browerville students completed this in Grade 11
3. Complete the Accuplacer Assessment in Reading and Mathematics.



Grade 11 Student in 2014-2015 (first enrolled in grade 8 in 2011-2012) can meet Graduation Assessment requirements by either:

1. Participating in the ACT plus Writing (college entrance exam) during the statewide administration in 2014-2015. *New this year
2. If unable to participate in the ACT plus Writing, graduation requirements for Grade 12 Students and Older in 2014-2015 can be met.

Grade 10 Student and Younger in 2014-2015 (first enrolled in grade 8 in 2012-2013 and later) can meet graduation requirements by participating in the series of career and college assessments, which will first be administered in 2014-2015. These include the new Grade 8 ACT Explore, the new Grade 10 ACT Plan, and the new ACT Compass (if ACT Explore and ACT Plan scores indicate not being academically ready) and the Grade 11 ACT Plus Writing (college entrance exam).

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

By A Grade 8 student may take Driver's Education if: a. the student was held back in the last two years and the student turns 15 years old on or before February 12.

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 that difficult at times. 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.

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.

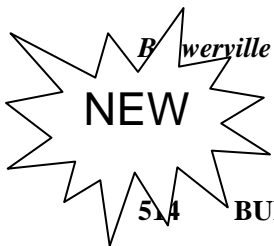
Applications will be scored as follows:

- 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 the following policies. They are available to the public for review by contacting the Office of the Superintendent: #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; #5-1-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

Rev. 2014

Revised: June 2014

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* *MSBA/MASA Model Policy 526*
Orig. 1997 *Revised: August 2011* *Rev. 2010*

526 HAZING PROHIBITION

[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education will maintain and make available Model Policy 526 – Hazing Prohibition in accordance with Minn. Stat. § 121A.69.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other 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. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal, the principal’s designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a 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.
- C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing.

Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.

- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The 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. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies, and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

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

VII. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

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. 201

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, or disability.

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, 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, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school 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, or disability, as defined by this policy. (For purposes of this policy, school personnel includes 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 pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school 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, 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, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. 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, 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. "Age" means the person is over the age of 25 years.
2. "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.
3. "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.
4. "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.
5. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
6. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
7. "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.

8. "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. 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 pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

F. 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.

G. 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, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the 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, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult 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. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. 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.
- D. In the District. The school board hereby designates the superintendent of schools 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
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. 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. The school district will respect the privacy of the complainant(s), the

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.

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. INVESTIGATION

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

VI. SCHOOL DISTRICT ACTION

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

VII. REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 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 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 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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.

BROWERVILLE SCHOOL DISTRICT 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.