

ADA-BORUP-WEST HIGH SCHOOL
2023-2024 STUDENT HANDBOOK
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The Ada-Borup-West Public Schools Independent School District 2910 does not discriminate on the basis of race, color, national origin, sex or disability.

****All school policies are subject to current Minnesota State Legislation for the 2023-2024 School Year****

WELCOME MESSAGE FOR STUDENTS

Welcome to the 2023-2024 school year at Ada-Borup-West High School. What you are holding represents the work of the faculty, students, MEEP Team, school administration, and School Board members of our school. Consider it a guidebook to membership in our community of learners.

It's the idea of "community" that is the driving force behind this handbook; the guidelines contained within are suggestions about how we can best contribute to an environment that is safe, friendly, and productive. It's about having an atmosphere in our school that fosters good work, good feelings, and good memories.

Respect for ourselves and others are probably the single most important thing we can learn as a member of our school's community of learners. As a community member, it is critical that you respect yourself, your peers, and the adults who work here every day.

The guidelines contained in this handbook are meant to be just that – guidelines. Try to think about the "spirit" of the law, and avoid getting too hung up on the "letter" of the law; no one is served well by going around looking for loopholes – it's a waste of time. Most of us know when we are doing the right thing. So, do the right thing and you'll be fulfilling a big part of your responsibilities as a student here at our school.

Pay careful attention to what is in your handbook, discuss it with your parents and classmates, and if you have any questions, please don't hesitate to ask one of us. We look forward to helping you have a great year!!

Josh Carlson
High School Principal

This handbook is meant to serve as a guide for students and parents/guardians. Not every circumstance or event can be anticipated; therefore students are subject to all district rules, regulations, and policies, as well as the interpretation by school officials thereof. If you wish to view other policy manuals or handbooks that we operate under, please contact school administration.

Ada-Borup-West High School Office Hours: 7:30 A.M. – 4:00 P.M.
Phone #: (218) 784-5300
Web Site: ada.k12.mn.us

A SPECIAL NOTE TO PARENTS

If a problem arises concerning the school, the Board of Education requests that you take the following actions:

- A. First, personally contact the person directly involved.
- B. If you are unable to resolve the problem by contacting the person directly involved, please contact the appropriate principal or supervisor.
- C. If you feel the problem still has not been resolved, you should meet with the superintendent of schools.
- D. If the problem is not resolved after meeting with the superintendent, you may request a meeting with the appropriate committee of the School Board of Education.
- E. In the event that you feel there is still a basis for a problem, you are invited to address your concerns to the full School Board of Education for final resolution.

NOTE TO 18 YEAR OLDS

MSA 120A.20 states the following:

The Board of Education of any school district shall provide free education services to any person between the ages of 18 and 21 years and may require of that person adherence to rules and regulations applicable to students under 18 years of age. **Therefore, all students enrolled in Ada-Borup-West High School will be required to follow the same policies as established for those under 18 years of age.** Students older than 21 years of age may attend high school only with permission of the School Board of Education.

ADMINISTRATIVE DISCRETION AND REVIEW

Each policy in the Student Handbook is subject to administrative review and discretion upon its implementation.

PLEDGE OF ALLEGIANCE POLICY

(Board approved May 12, 2009)

General Statement of Policy

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Exceptions: Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

Instruction: Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

DISTRICT MISSION STATEMENT & GOAL

Ada-Borup-West School District Mission Statement

"The mission of the Ada-Borup-West School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

Ada-Borup-West ISD #2910 Beliefs

- ***Ada-Borup-West ISD #2910 will encourage all students to demonstrate the ability to reason, problem solve, apply knowledge, and communicate effectively.***
- ***Ada-Borup-West ISD #2910 will provide an atmosphere conducive to the educational development of every student.***
- ***Ada-Borup-West ISD #2910 will improve student achievement in all areas of curriculum to better prepare students to succeed on the Minnesota Comprehensive Assessments.***
- ***Ada-Borup-West ISD #2910 will prepare all learners to function in an ever-changing world through the use of technology.***
- ***Ada-Borup-West ISD #2910 will provide all students the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, and the performing arts.***

- *Ada-Borup-West ISD #2910 will promote physically active individuals who have the knowledge, skills and confidence to enjoy a lifetime of healthful physical activity through physical education and athletics.*
- *Ada-Borup-West ISD #2910 will promote professional development activities that will lead to improved knowledge and skills needed to instruct and prepare all students for the future.*
- *Ada-Borup-West ISD #2910 will continue to increase the number of business and community partnerships and implement related programs for the mutual benefit of both groups.*
- *Ada-Borup-West ISD #2910 will promote professionalism and teamwork among administration, staff and community.*
- *Ada-Borup-West ISD #2910 will strive for communication among district employees, students, parents and the community at-large that is accurate, consistent, timely, effective and interactive.*
- *Ada-Borup-West ISD #2910 will effectively teach and model violence prevention policies and curriculum that address early intervention alternatives, issues of harassment, and teach non-violent alternatives for conflict resolution*

COUGAR CODE

I am respectful.

I am responsible.

I am safe.

I am prepared.

We are here to learn; therefore, I will do nothing to keep the teacher from teaching, and anyone, myself included from learning.

I will cooperate with all school people.

I will respect myself, others and the environment.

By acting in this way, I am capable, connecting, and contributing.

A BILL OF RIGHTS & RESPONSIBILITIES

All Students and school staff have a right to:

1. Support from parents, the community, public officials, and business in their efforts to uphold high standards of conduct and achievement.
2. Schools and classrooms in which high grades stand for high achievement and promotion is earned.
3. Trust that their high school diploma means having the knowledge and skills essential for college or a good job.
4. Learn and work with clearly stated and rigorous academic standards.
5. Well-equipped schools that have the instructional materials needed to carry out a rigorous academic program.
6. Teachers who know their subject matter and how to teach it.
7. Be treated with courtesy and respect.
8. Learn and work in school districts that have alternative educational placement for violent or chronically disruptive students.
9. Clear discipline codes with fair and consistently enforced consequences for misbehavior.
10. Schools that are safe, orderly, and drug free.

2023-2024 ADA-BORUP HIGH SCHOOL DIRECTORY

BOARD OF EDUCATION

Dena Bishop	Treasurer	denab@ada.k12.mn.us
Fayle DeLong	Director	fayled@ada.k12.mn.us
Janna Engel (Scott)	Director	jannaec@ada.k12.mn.us
Peter Jacobson	Vice-Chairperson	peterj@ada.k12.mn.us
Gretchen Rockstad (Erik)	Chairperson	gretchenr@ada.k12..mn.us
Lucas Spaeth (Jessica)	Director	lucass@ada.k12.mn.us
Barb Spilde (Tim)	Director	barbs@ada.k12.mn.us

E-MAIL

FACULTY

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Dorinda Blotsky	dorindab@ada.k12.mn.us
Elizabeth Cakebread	elizabethc@ada.k12.mn.us
Josh Carlson	joshc@ada.k12.mn.us
Lisa Coleman	lisac@ada.k12.mn.us
Aaron Cook	acook@ada.k12.mn.us
Michael Erickson	michaele@ada.k12.mn.us
Mark Farwell	markf@ada.k12.mn.us
Deanne Flom	deannef@ada.k12.mn.us
Lisa Frank	lisaf@ada.k12.mn.us
Annie Goldader	annier@ada.k12.mn.us
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Jordan Johnson	jordanj@ada.k12.mn.us
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Mason Kitchell	masonk@ada.k12.mn.us
Angela Larson	angelal@ada.k12.mn.us
Emily Lee	emilyl@ada.k12.mn.us
Jim Lee	jiml@ada.k12.mn.us
Nate McCraven	natem@ada.k12.mn.us
Noah Monson	noahm@ada.k12.mn.us
Tyelyn Erickson	tpearson@ada.k12.mn.us
Jodi Peterson	jodip@ada.k12.mn.us
Tammie Ruebke	tammier@ada.k12.mn.us
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Donna Scholl	donnas@ada.k12.mn.us
Becky Smart	smartb@ada.k12.mn.us
David Smart	davids@ada.k12.mn.us
Kris Sterton	kriss@ada.k12.mn.us
Trevor Stewart	trevors@ada.k12.mn.us
Shanon Syverson	shanons@ada.k12.mn.us
Richard Tuttle	richardt@ada.k12.mn.us

Position

Middle School Music
Science/Math
High School Principal
English/Speech
Superintendent
Math
Social
Admin
Special Education
English
Family Consumer Science
Phy. Ed.
LE/EBD
Guidance Counselor
English
Science/English
RN, Norman-Mahnomen Public Health
Vocal Music
Woods Shop/Auto Technology
Science
Math/Tech Integration
Computer/Business
Math
Phy. Ed./Health/Adaptive Phy. Ed.
LD/EBD
Art/Drivers Ed
Family Resource Specialist
Vocational Agriculture
Social
LD/EBD
Social Studies
Family Resource Specialist
Math/PE
Spanish
Instrumental Music

School #/Ext.

Ext. 101
Ext. 324
Ext. 232
Ext. 323
784-5312/Ext. 503
Ext. 346
Ext. 332
Ext. 505
Ext. 331
Ext. 321
Ext. 306
Ext. 848
Ext. 302
Ext. 319
Ext. 327
Ext. 306
Ext. 513
Ext. 391
Ext. 807
Ext. 322
Ext. 342
Ext. 314/316
Ext. 345
Ext. 842
Ext. 300
Ext. 305
Ext. 124
Ext. 803
Ext. 330
Ext. 337
Ext. 336
Ext. 317
Ext. 343
Ext. 328
Ext. 393

NON-CERTIFIED STAFF

Piper Austinson	pipera@ada.k12.mn.us
Dion Biggers	dionb@ada.k12.mn.us
Jason Bitker	
Sharilyn Bohe	sharilynb@ada.k12.mn.us
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Han Dougan	
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Patty Olson	pattyol@ada.k12.mn.us
Brian Pelzman	
Jeremy Prodzinski	jeremyp@ada.k12.mn.us
Lori Prodzinski	lorip@ada.k12.mn.us
Sherry Purrington	sherry@ada.k12.mn.us

Paraprofessional	Ext. 302
Custodian	
Custodian	
Paraprofessional	
High School Secretary	784-5300/Ext. 500
Food Service	Ext. 200
Paraprofessional/Bus Driver	Ext. 337
Bus Driver	
District Secretary	Ext. 501
Paraprofessional	
Bus Driver	
Custodian	
Food Service Director	Ext. 200
Payroll/HR Accountant	784-2238/Ext. 818
Custodian	
Technology	Ext. 310
Paraprofessional	
Food Service	

Ida Reyes	idar@ada.k12.mn.us	Paraprofessional	Ext. 125
Cheryl Roquet		Food Service	
Shawn Roux	shawnr@ada.k12.mn.us	Transportation Director	784-5311/Ext. 817
Melissa Sargent		Food Service	Ext. 200
Doug Slininger	dougs@ada.k12.mn.us	Grounds	
Karen Smith	karens@ada.k12.mn.us	Food Service/Bus Driver	
Bonnie Vanderplaat		Custodian	
Brent Vanderplaat		Custodian	
Becky Visser	beckyv@ada.k12.mn.us	Paraprofessional	
Tyler Visser	tylerv@ada.k12.mn.us	Custodian	
Karen Wagner	karenw@ada.k12.mn.us	Health Aide/Bus Driver	Ext. 123/285
Brad Williams		Bus Driver	

2023-2024 Ada-Borup-West Public Schools

Adopted: March 14, 2023

Ada-Borup-West Public School
 604 West Thorpe Avenue
 Ada, MN 56510
 www.ada.k12.mn.us

AUGUST 2023 4 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023 19 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023 20 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023 20 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023 15 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

First and Last day of School
 First – September 5, 2023
 Last – May 24, 2024
No School – Teacher Workshop Days
 August 28, 29, 30, 31
 January 15
No School for all students
 Labor Day – September 4
 MEA Break – October 19 & 20
 Thanksgiving Break – November 23 & 24
 Christmas Break – December 22 –
 January 1
 President’s Day – February 19
 Easter Break – March 29-April 1
 Memorial Day – May 27

Early Dismissal at 12:30 p.m. (Teacher Workshop)
 Oct 18, Nov 3, Nov 22, Mar 22

Other Early Out Days
 December 21 – 12:30 staff & students
 May 24 – 10:00 Students Only
Parent-Teacher Conferences
 Elementary – Nov 9 & 14 and Feb 22 & 26
 High School – Nov 9 & Feb 22

Commencement 2024 – May 25

179 Total Days (Includes 5 Staff Days)

Make-Up Days (if needed)

April 1
 May 28, 29, 30, 31
 End of 1st 9 weeks – November 3, 2023
 End of 2nd 9 weeks – January 19, 2024
 End of 3rd 9 weeks – March 22, 2024
 End of 4th 9 weeks – May 24, 2024

FEBRUARY 2024 20 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024 20 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2024 21 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024 18 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2024 22 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2024 0 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Ada-Borup-West High School
2023-2024 Class Officers and Advisors

Grade 6 – Class of 2030

President	Alayna Miller
Vice President	Adalyn Cockerill
Secretary	Hadley Thom
Treasurer	Rielle Triplett
Advisors	Annie Goldader, Jordan Johnson, Nate McCraven, Mark Farwell

Grade 7 – Class of 2029

President	Ben Melby and Brianne Myers
Vice President	
Student Council	Beckett Odden
Student Council (Alt.)	
Secretary	Krystian Visser
Treasurer	Maddie Nelson
Advisors	Michael Erickson, Jim Lee, Richard Tuttle

Grade 8 – Class of 2028

President	Leila Crabtree
Vice President	Devan Westcott
Student Council	Conor Reinhardt
Student Council (Alt.)	
Secretary	Mitchell Sip
Treasurer	Daniel Jacobson
Advisors	Trevor Stewart, Shanon Syverson, Donna Scholl

Grade 9 – Class of 2027

President	AJ Palacios
Vice President	Nellie Todd
Student Council	
Student Council (Alt.)	
Secretary	Ray Zenteno
Treasurer	Jack Jensen
Advisor	Elizabeth Cakebread, Dave Smart, Miki Hennen,

Grade 10 – Class of 2026

President	Hannah Brandt
Vice President	Tyler Catlett
Student Council	Kadence Thom
Student Council (Alt.)	
Secretary	Riley Lahre
Treasurer	Carson DeVos
Advisors	Lisa Coleman, Tyler Hennen, Angela Larson,

Grade 11 – Class of 2025

President	Chantel Kesselberg
Vice President	
Student Council	Emily Johnson
Student Council (Alt.)	
Secretary	
Treasurer	
Advisors	Amy Johnson, Jodi Peterson, Tanya Kemper,

Grade 12 – Class of 2024

President	Callie Solseng and Sam Melting
Vice President	Brady Gilbertson
Student Council	
Student Council (Alt.)	
Secretary	Alex Tinjum
Treasurer	Lance Kritzberger
Advisors	Abbie Savage, Emily Lee, Allie Lien, Mason Kitchell

ABWHS Student Council 2023-2024

The student council will work to unify and promote the student activities of the school and will be a forum where questions arising from students, faculty or administration can be presented for discussion or consideration. The student body elects student council officers.

SENIORS

JUNIORS

SOPHOMORES

Emily Johnson

Kadence Thom

NINTH GRADE

EIGHTH GRADE

SEVENTH GRADE

Conor Reinhardt

Beckett Odden

ADA-BORUP-WEST HIGH SCHOOL MISSION STATEMENT

Ada-Borup-West High School is committed to providing an equal opportunity for learning by respecting the individual educational needs of each student, to instill values and the importance of continual learning through the cooperative efforts of motivated students, dedicated staff, caring families and an involved community.

Frequently Asked Questions

WHAT SHOULD I DO IF...

- **I arrive at school after 1st Period has started...**
 - You should report to the office to obtain a pass to class. You should also make sure that your parents/guardians have phoned the office prior to your arrival.
- **I am tardy to any one of my classes...**
 - You should report to your class as quickly as possible. The teacher will follow the school's tardy policy.
- **I return to school after being absent...**
 - Before school begins, you should report to the office to get your agenda signed for admission to class. Your parents/guardians are to call the office prior to 8:16 a.m. on the day you are absent or send a note with you immediately following an absence. Failure to follow these procedures may result in an unexcused absence.
- **I know I am going to be missing school...**
 - You should have your parent contact the office well in advance of the absence to let the school know you are going to be absent. Students are asked to have each teacher list the assignments you have to complete and the work you are going to miss. Remember, it is the student's responsibility to get the make-up work and complete it.
- **I need to see the Principal or Counselor...**
 - You should come to the office or counselor's office in room 319. If they are not immediately available, you may make an appointment to see them.
- **I lose or find something valuable...**
 - You should report it to the office as soon as possible.
- **I have something stolen from me...**
 - You should report it to the office as soon as possible. Although locks for your lockers are not required, they are available to be purchased for a small fee at the office. The school will not be responsible for replacement of personal items lost or taken from lockers.

- **I feel sick or injure myself during school...**
 - You should notify your teacher and report to the office. A health assistant trained by the school nurse will assist you. First Aide will be provided, parents are often contacted, and the school nurse will be contacted depending on the situation. The Health Assistants are given training when to call the school nurse and when to call parents.
- **I want to go out for an extra-curricular activity...**
 - You should pay attention to the announcements for meeting dates. You should then pick up paperwork from Sandy, complete the forms with your parent/guardian, return paperwork and participation fee, and set up meeting time with the Activities Director if you missed the August meeting.
- **I move to a different address and/or my parent(s)/guardians change jobs and telephone numbers where they can be reached during the day...**
 - You should report this information to the office as soon as possible.
- **I am withdrawing from school...**
 - You should talk to someone in the office as soon in advance as possible.
- **I need to miss a class for any reason...**
 - You should contact the office for instructions to follow.
- **I have a pass to leave the building during the day...**
 - You should sign out in the office before leaving the building. **Students who leave the building without signing out may have the absences recorded as unexcused.**
- **I am sick and need assignments...**
 - You should call a classmate and get information or have your parent/guardian contact the office to request assignments to be picked up.
- **I have a doctor/dental/medical appointment...**
 - You should have your parent/guardian contact the office to request a pass for you to leave the building. Before you leave the building, **make sure you sign out in the office.**
- **I want to bring a friend/relative to school...**
 - You should contact your principal ahead of time to work out any arrangements.
- **I am wondering if school will be late or closed due to weather...**
 - You should listen to 106.5 FM (KRJB) and other local radio stations for weather-related announcements. Announcements of school closings, late starts, or early dismissals are also posted on the school website. Families can also sign up to receive instant alerts pertaining to school closings. You may also call the school if you still have questions.

1. **ATTENDANCE:** If you are to benefit from your experience here at Ada-Borup-West High School, it is essential that you attend class. The daily interaction between teachers and students, as well as students and fellow students in class is an extremely valuable part of your education. Teachers have been encouraged to reward good attendance through their grading systems.

Note: ALL STUDENTS REGARDLESS OF AGE, MUST CLEAR THE ABOVE ABSENCES BEFORE ATTENDING CLASS THE NEXT DAY. THIS CAN ONLY BE DONE BY BRINGING A WRITTEN EXCUSE SIGNED BY OR MADE BY A PARENT/GUARDIAN TO THE OFFICE BY 8:15 A.M. WITHIN 24 HOURS OF THE STUDENTS RETURN TO SCHOOL. AFTER 24 HOURS, THE ABSENCE WILL BE CONSIDERED UNEXCUSED.

ATTENDANCE AT ACTIVITIES A student must be in attendance for at least half a day (11:42 a.m.) in order to attend any after school activities or events.

MAKE-UP WORK AND INCOMPLETE GRADES - It is each student's responsibility to check with each instructor for make-up work the day after an absence. Assignments are to be completed within the number of days the student was absent plus one day; however, longer periods of make-up work are

at the discretion of the instructor. Students with extended or long-term absences will consult with the instructor to determine the date makeup work must be completed. Instructors will give assistance to students because of excused absences but are under no obligation in cases of unexcused absences except to provide orally or in writing the assignment necessary to complete the work.

Any student who knows ahead of time that they will be absent from school is asked to get their agenda signed in the high school office before the absence(s). An extended absence form will be given to the student in the high school office at the time of the signing. This form is to be filled out and signed by teachers, including assignments to be worked on, to encourage student responsibility when dealing with their attendance habits.

Teachers shall issue a "0" for work that is missed due to unexcused absences. Incompletes may only be issued as the result of work missed due to excused absences. The student is to complete the work as assigned by the teacher. If after two (2) weeks the student has outstanding incompletes from the previous quarter, the incomplete becomes an "F". Once the incomplete becomes an "F", no grade change will be allowed.

Administration reserves the right to determine if an absence is excused or not excused as necessary.

COLLEGE VISITS:

College visits will be allowed for juniors and seniors. The absence(s) will be considered a school activity. The following must be done prior to the visit(s) in order to be excused:

1. Inform Mr. Carlson and Ms. Hunstad at least 24 hours in advance with a written excuse from your parent(s).
2. Collect all homework assignments for the day ahead of time.
3. Passing all classes.
4. A student's attendance will be taken into consideration and the request may be denied.

**Seniors will be allowed two visits.

**Juniors will be allowed one visit.

LEAVE THE BUILDING AND EARLY DISMISSAL - Any request to leave the building or to receive an early dismissal during the school day shall be brought to the office before school. Parents or guardians may be called to verify these requests. Requests for early dismissal or leaving the building should be made for reasons of need, not convenience. Appointments should be planned during the student's study hall time. Requests must be made and approved prior to leaving on scheduled out-of-town events.

VACATIONS- Parents/guardians are encouraged to schedule vacations according to the school calendar and scheduled vacation times. Vacations taken during the school year must be communicated to the main office and to all of the student's teachers at least one week in advance. Assignments are the student's responsibility to work out with each respective teacher.

WITHDRAWAL FROM SCHOOL - If any student between the ages of 17 and 18 years old seeks to withdraw from high school, they and a parent/guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative education opportunities. A written election to withdraw from school must be signed or truancy can be filed.

DAYS LIMITATION:

To earn credit in a semester course at Ada-Borup-West High School a student must satisfactorily complete all course work and tests assigned and not be absent from the class more than FIFTEEN(15) times in the semester. School sponsored activities will not count as a part of the FIFTEEN (15).

If a student is absent from a class more than FIFTEEN (15) times in a semester, credit for that class will be denied. The student will have the right to appeal the loss of credit and request that the credit be reinstated. This appeal shall be made to an appeals committee consisting of the high school principal, the school counselor, and up to three (3) teachers. The request for an appeal must be made in writing,

within three (3) school days following notification of the loss of credit. During the appeal process, and until a decision is made, the student shall be able to attend the class as an audit unless he/she interferes with the educational process within that class, in which case the student will be placed in study hall. The committee reserves the right to require stipulations on all approved appeal applications.

Parents will be notified after five (5) and ten (10) absences with a registered letter. After the FIFTEEN (15) absences a letter will be sent indicating that credit will be denied in the class and that the student has the right to appeal.

Long term illness will necessitate a homebound teacher to avoid days counting against the student.

Students that are tardy to a class by more than fifteen (15) minutes will have it counted as a day absent and three (3) tardies of any amount of time will count as one (1) day absent in regard to this policy.

Truancy Process

NORMAN COUNTY TRUANCY POLICY

Truancy Definitions:

Continuing truant. [260A.02 Subd. 3.]

"Continuing truant" means a child who is subject to the compulsory instruction requirements of section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for:

- (1) three days if the child is in elementary school; or
- (2) three or more class periods on three days if the child is in middle school, junior high school, or high school.

Nothing in this section shall prevent a school district or charter school from notifying a truant child's parent or legal guardian of the child's truancy or otherwise addressing a child's attendance problems prior to the child becoming a continuing truant.

Habitual truant. [MS 260C.007 subd. 19]

"Habitual truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section 120A.22, subdivision 8

Educational Neglect [M.S. 626.556, subd. 2 (f) 4]

Education neglect is defined as the person responsible for a child's care has not ensured that a child is enrolled in school; and that a child's absence from school is presumed to be due to the parents', guardian's, or custodian's failure to comply with compulsory instruction laws. Norman County Social Services will screen in and provide child protection responses to reports of educational neglect if the following criteria is met.

- A child is under 12 years old, and
- The school has made appropriate efforts to resolve a child's attendance problems.

Norman County has adopted the following procedure in dealing with school attendance issues:

THREE ABSENCES:

After three unexcused absences, the student is considered a continuing truant, and a truancy letter will be sent to the parent at this point. (see attached 3 Day Letter and memorandum from County Attorney.) The truancy pamphlet can also be mailed out. If the school deems necessary or at parent's request, a meeting with the student and parents to address truancy concerns and to educate parents and student.

SEVEN ABSENCES:

After seven unexcused absences, the child and parents will receive a written notice to attend a mandated meeting with a representative from the school and social services, and where applicable: Indian Child Welfare and probation. (see attached 7 Day Letter and memo from county attorney.) The purpose of this meeting will be to gain knowledge of truancy laws including possible dispositions in truancy cases, as well as understanding the effects of truancy on student's future. At this meeting the team will work to identify and address any issues that are preventing the child from attending school and being a successful student. The meeting will provide information on possible services available to the family and child, information from the county attorney, and the family will sign a contract to work towards resolving the child's truant behavior. If child is seventeen or over, the contract will include a statement indicating the parent is supportive of the child remaining in school. A written plan will be developed with copies provided to all appropriate persons, including social services.

AFTER THE SEVEN DAY MEETING:

If the child continues to accumulate unexcused absences after the 7 day meeting, a report shall be made to social services immediately. A written report shall be sent within 72 hours (excluding weekends and holidays) to social services. A truancy petition may be requested. The school reports will contain the following information:

- truancy referral form
- student/parent identifying information
- school concerns
- attendance report
- efforts made by the team to alleviate the problem
- copy of any written plans
- copy of letters sent to the child and/or parents

2. **RETURN TO SCHOOL FOLLOWING ABSENCE:** Students must report to the principal's office with a note dated, stating the reason for the absence, and signed by the parent or a phone call from the parent/guardian. **All excuses must be received within 24 hours of the students return to school or they will be considered unexcused!** The office will sign the student's agenda which is the student's pass to return to classes and must be presented individually to each teacher. The make-up work required will be indicated on the form by the teacher. Properly completed make-up work will be graded normally and be given full credit if turned in within reasonable time. One day is allowed to complete missed assignments for each day missed, plus one extra day. For example: for two days of absence, three days are allowed to complete the assignments.

3. **TARDINESS:** Students who are late from one class to another through no fault of their own must get a pass from the teacher in the previous class. Otherwise the office will issue the pass and it will count as an unexcused tardy unless an acceptable explanation is presented. **DETENTION** will be assigned for each tardy beginning with the third tardy for each nine-week period.

4. **BREAKFAST:** Breakfast is served from 7:30 to 8:10 each school day. Eating school breakfast will not be an acceptable excuse for tardiness for the first hour class.

5. **NOON LUNCH PERIOD:** The noon lunch period is part of the school schedule. Behavior unbecoming to the dignity of the school during the period will result in disciplinary action.

Students who do not eat school provided hot lunch must also come to the lunchroom for the noon lunch period. The lunch room supervisor will excuse junior high students to their next class. A parent/guardian note is required for senior high students (grades 9-12) to be allowed to leave school. Student will not be permitted to drive or ride in a motor vehicle during this time. Students who are ineligible due to grades must stay in the commons during lunch.

6. **WELLNESS:** When a snack or treat is brought in for other students (during the school day or at an extracurricular activity) it must be store bought or prepared in a commercial grade kitchen. This is done to help prevent the spread of food-borne illness. When bars are homemade and sold at school for fundraisers, the school district encourages no bake bars such as rice krispie or special K bars.

7. **FOOD & BEVERAGES:** Food and bottled beverages are allowed in the hall but it is expected that students will pick up after themselves. The principal can revoke this privilege. Aluminum cans are not allowed in the school. All student water bottles must be clear to allow for identification of contents.

8. **INCLEMENT WEATHER POLICY:** Inclement weather decisions are determined by the administration in consultation with the bus drivers. Announcements of school closings, late starts, or early dismissals will be made over the School District's School Messenger System, as well as local radio and television stations KRJB-Ada and several in the Fargo-Moorhead area. Please make sure your contact information is current in Synergy (ParentVue or StudentVue) to receive the School Messenger announcements.

9. **BUS GUIDELINES:**

- Only those students assigned to a bus route may ride that bus without a bus pass.
 - Students who will be attending sleepovers, parties, or going to a friend's house after school are not authorized to ride a bus. Parents need to make other transportation arrangements.
 - One guest may be permitted with approval of the Transportation Director given a two-day written request.
 - Transportation requests for open enrolled students will be reviewed on an individual basis.
 - Bus drivers are instructed to wait 30 seconds at each bus stop. Students should be waiting at their stop 5 minutes prior to their scheduled pick up time.
 - If your child will not be riding the bus in the morning, please notify the Transportation office at 784-5311 prior to your scheduled pick up time.
 - Buses will only drive on cleared and passable driveways that are at least ½ mile in length and offer an appropriate turning radius. On shorter driveways students will be picked up at the road.
 - Bus tracking is available via an email link provided via parental request on a quarterly basis.
 - Only students with an identified and documented requirement for special transportation will be allowed to ride in that designated vehicle.
 - Non-pupils are not allowed on the bus without prior authorization from the Transportation Director.
 - Security cameras are located on buses to provide for the safety and well-being of all individuals.
- Any concerns must be addressed to District Administration or the Director of Transportation

10. **BUS RULES:** Students are not to stand or move around while the bus is moving. No loud talking or shouting. No hands or arms are permitted out the windows. No fighting or roughhousing. Other rules as deemed necessary by school officials and bus drivers. Bus drivers are in charge of their individual buses and will be asked to strictly enforce the rules. No drink or food is permitted on buses.

- 1st offense - warning
- 2nd offense - 5 day suspension from riding bus
- 3rd offense - 10 day suspension from riding bus
- 4th offense - 20 day suspension from riding bus/meeting with parent
- 5th offense - suspended from riding the bus for the remainder of the school year

11. **STUDENT FAN BUSES TO ACTIVITIES:**

** To schedule a fan bus, 40 students must sign up and pay by noon of the game day.

** The following rules will apply to all riders:

- 1) Students riding the bus must return on the bus.
- 2) Students will remain seated whenever the bus is in motion.
- 3) Reasonable behavior will be required of all riders. Violators will be denied further trips.
- 4) Eating, drinking, or littering will not be permitted.

** Bus fare will be \$5.00 per rider. You must pay your admission fee at the door. All arrangements to pay for the bus must be made in school. Prices may vary due to fuel costs.

** All participants in events must ride to and from the event on school transportation. Transportation with parents (or adult family member) will be permitted if the coach or advisor receives a parent-signed slip in advance.

** Students are not to leave the school or area where the activity is taking place.

12. **VISITORS:** Anyone coming to school to see students or to visit school must first report to the principal, sign-in and obtain a visitors pass.

13. **DAILY BULLETIN:** All students are required to be informed of the announcements on the daily bulletin. These announcements are official. Even if they are not read to the student by a teacher, the student is still responsible for the contents. If a student is absent, he/she must check the bulletins for the days missed. Bulletins will be posted by the high school office, ABWHS Website, emailed to students in grades 6-12, as well as e-mailed to parents at their request.

14. **DAILY BELL SCHEDULE:**

8:18 - 9:03	1st Period
9:07 - 9:52	2nd Period
9:56 - 10:41	3rd Period
10:45 - 11:30	4th Period
11:34 - 12:19 (Grades 9-12)	5th Period
11:56 - 12:41 (Grades 6-8)	5th Period
11:26 - 11:52 (Grades 6-8)	Lunch
12:16 - 12:41 (Grades 9-12)	Lunch
12:45 - 1:30	6th Period
1:34 - 2:19	7th Period
2:23 - 3:08	8th Period

2 Hour Late Start Bell Schedule:

Period 1	10:18 – 10:48
Period 2	10:52 – 11:22
Period 3	11:26 – 11:56
Period 4	12:00 – 12:30 (SH) 12:22 – 12:52 (MS)
Period 5	12:56 – 1:26
Lunch	11:52 – 12:18 (6-8)
Lunch	12:27 – 12:52 (9-12)
Period 6	1:30 – 2:00
Period 7	2:04 – 2:34
Period 8	2:38 – 3:08

Students not under the supervision of a staff member are to leave the building by 3:10.

15. **TELEPHONE USE AND MESSAGES:** Students are to use only the phones designated for student use. Dial 9 and wait for the dial tone. The phones are for business or emergency calls.

Students receiving a call will be notified with a message from the caller or a number to call back. Students will not be released from class for a telephone call unless it is an emergency.

Parents having to reach their students for emergency messages should dial 784-5300.

16. **STUDENT'S NAME AND PHOTO IN NEWSPAPER AND ON WEBSITE**: If parents do not want their child's name/photo in the local newspaper, on the school website, local radio station, etc., you will need to notify the school in writing, requesting the school to refrain from releasing your child's name/photo to all of the above.

17. **DRIVING AND PARKING**: Parking is restricted to designated areas only which does not include the small northwest lot by the shops. Violators will be reported to the principal's office for appropriate discipline action or may be ticketed and fined by the city and/or towed.

Students are not permitted to drive or ride in or on any motor vehicle during the school day without permission from the administration. Students are to use the southwest entrance/exit.

All bikes are to be parked in designated areas during the school day. Students are not to ride bikes other than their own.

All snowmobiles and ATVs are to be parked in designated area northwest of the school.

18. **DRESS AND GROOMING**: Students who are well-groomed and well-dressed improve the spirit for learning in the classrooms. This is the primary reason students are encouraged to maintain good appearance and dress appropriately, and this is why staff members sometimes counsel and advise students on their grooming and dress. Students are required to wear shoes. Students will be directed to the building principal or social worker to address the issue. Parents/guardians may be required to resolve the situation, prior to the student returning to class.

Teachers and the principal must, by law, not permit students to wear clothing, jewelry, or have hair styles that are potentially dangerous or that detract from the learning process. In such cases the school will intervene and require the student to correct the situation.

Caps, jackets, sunglasses, blankets, bandannas or any other item that is deemed inappropriate by the principal may not be worn in the building. No clothing promoting weapons, violence, profanity, sexual messages, alcohol, tobacco or illegal activity permitted. Any symbol that local law enforcement has attributed to gangs is not permitted. No short-shorts, midriff-baring tops and spaghetti straps allowed. Shirts must hang past or meet the tops of pants/shorts. Hat and hoods may not be worn during the school day.

For the safety of our students, we prohibit sagging pants to be worn in the school. Following are the guidelines for baggy/sagging pants.

- All loose fitting pants must be secured at the waistline, with a belt, if necessary, to hold them at the waistline.
- Pants must be worn in a manner consistent with pants staying up and not displaying undergarments. In other words, around the waist, not the hips.
- Pants that are grossly oversized, with the inseam hanging less than four inches above the knee area, will not be allowed.

19. **FEES**: Public education in Minnesota is free to all students who are residents. However, fees may be charged under the following circumstances:

a. A project in art, family and consumer science, industrial technology or some other course that is in excess of the material requirements of the minimum course outline provided that the student chooses to do such a project with the approval of the instructor. The students may choose to take such projects home, and costs of such projects must be paid as the material is used. Students may provide their own materials for such projects, again with the approval of the instructor.

b. Cost of school equipment or material destroyed or broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.

c. Driver education in the amount of \$250.00 for students taking behind-the-wheel training.

d. Admission fees for concerts, plays, athletic events, and other programs or activities which the student may attend by choice.

e. Activity Fee

f. Costs of the school paper, yearbook, graduation announcements or class rings should the student choose to order any of these items.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, Phy. Ed. clothes, athletic shoes, towels, calculators, other items, or personal equipment.

Fees unpaid within 30 days of the end of the school year may be collected through action in a small claims court or other appropriate means.

Organizations may not require members to pay dues. Contributions by members may be requested and recognized, but members who do not contribute may not be identified, excluded, or pressured to contribute.

These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71 - 120.76.

20. **BOOK BAGS AND HANDBAGS:** Students are not allowed to bring book bags and handbags to classes. They need to be stored in their lockers.

21. **MONEY AND VALUABLES:** Do not bring money or valuables to school except for specific needs. Always leave money or valuables with a teacher or check them in the office. Never leave them in desks, lockers, or clothing. Mark all Phy. Ed. equipment with indelible ink.

22. **TEXTBOOKS:** Textbooks are furnished to each student at district expense. Students may be fined to cover the cost of lost or abused books.

23. **SCHEDULE CHANGES:** Students wishing to change their class schedule must fill out the Class Schedule Change Form which may be received in the Principal's office. The form requires the signatures of; the teacher of the class being dropped, the teacher of the class being added, the parents, the students, and the principal. Changes will not be allowed after the first five (5) full school days of each semester.

All students must take seven classes and not more than one (1) study hall or student aide each semester. Student Aide and Annual Productions classes will only receive ¼ credits per semester.

If fewer than ten students are scheduled into a class they may be asked to waive their option of dropping the class, thus assuring that the class will be conducted with a minimum satisfactory enrollment.

24. **MEDICATIONS IN SCHOOL:** The Board of Education of ISD #2854 wishes to insure the health, safety and well-being of all its students. The Board recognizes that the primary dispersal of any medication is a physician/parent responsibility. The Board also realizes that the physician/parent is not always available to dispense medications on a time schedule or when the need arises.

Following are the procedures for the dispersal of prescription and non-prescription medications:

A. Prescription Medication Administration

Prescription and Over-the-Counter medications can only be given if a Medication Administration form has been completed and is signed by the parent/guardian and the health care provider. The procedure for a student to receive medications at school is as follows:

- Complete the Medication Administration Form. This form is available on the Ada-Borup-West School website under Health Services.

- The form can be brought, faxed or mailed to your health care provider for their signature. The doctor who orders the medication should be the one that signs the form. Parents can have the forms faxed from the school. Please contact your health care provider if you are going to fax the form. Because of privacy rights, your doctor may not be able to fax the form back to the school unless they have your permission.
- Ask the pharmacist to fill a prescription bottle specifically for school use.
- Bring the medication to school. It is helpful if this is done before the first day of school.
- Over-the-counter medications can be given only if the medication administration form has been completed.
- Please contact the school nurse if you would like your child to self-carry/self-administer over the counter medications and the procedure will be discussed with you.
- Over-the-Counter medication should be brought to school in the original container with the label intact.

A new Medication Administration form is needed when:

- Any new medication is started during the school year. This included antibiotics that are given over 7 to 10 days.
- When the dosage, time, or how the medication is administered has changed. Sometimes during the school year, medication dosages are increased or decreased and a new form would need to be completed.

If you go to the doctor's office and they order a prescription to be given during the school day, please ask them to print the form from the Ada-Borup-West website and complete it while you are in the clinic. We realize that when you are at the doctor's office you may forget. Please bring the medication to the school and complete the Medication Administration form. When the doctor and parent have signed the form, the medication can be given.

Medications that are used in the treatment of ADD or ADHD need to be brought to the school by the parent/guardian. Since these medications are controlled substances, we ask that you bring them for your child and other children's safety.

You will be notified when your child's medication supply is low.

25. **INSURANCE**: The only insurance the school provides for students is catastrophic accident and disability coverage with a \$25,000 deductible. This covers students who suffer catastrophic injuries in interscholastic and intramural activities, transportation to activities, physical education classes, classroom and laboratory activities, and most other extra-curricular activities.

No coverage is provided for the first \$25,000 of medical, dental or disability expenses. A number of insurance plans are available to families who wish to purchase such coverage. Information on them is sent home with students at the beginning of the school year.

General Information

ACCIDENTS - Accidents happening in the school or at a school activity should be reported to the instructor, person in charge, or office within 24 hours of the accident. The nurse's office should also be notified. Report accidents no matter how minor they may seem. All head and eye injuries should immediately be reported.

AUTOMOBILE SEARCH- School officials may conduct routine patrols of school district property and touring inspections of the exteriors of motor vehicles of students. In addition, the interiors of motor vehicles of students on school district property may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

CHANGE OF ADDRESS/TELEPHONE NUMBER - Changes during the school year should be reported to the principal's office as soon as possible. Contact Sandy for information or assistance.

EMERGENCY PROCEDURES – In the event of any emergency, including fire, tornado, severe thunderstorms, etc., students are to follow instructions from school personnel. A complete Crisis Management Plan is on file in the district office. **In the event of any emergency, please tune your radio to 106.5 FM KRJB.**

GUIDANCE AND COUNSELING - Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test results, occupational information, career information, help with home, school, or social concerns, or any questions the student would like to discuss with the counselor or social worker. Students wishing to visit with the counselor or social worker should contact the counselor, social worker, or principal to arrange an appointment.

LOCKERS - Students will be assigned lockers. Students should not change lockers unless permission is received from the office. Students will be responsible for maintaining the cleanliness and proper condition of her or his locker on a daily basis. The school will not be responsible for replacement of personal items lost or taken from lockers. Students can rent a lock from the office or bring their own. If they use their own, a key or combination must be turned in to the office.

LOCKER SEARCHES - School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities 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 authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities may provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND - The lost and found is located in the office areas. Articles are kept for the school year. If an article is found in the hall, washroom, or any other place, return it to the office. This includes library books and textbooks. Losses of property should be reported as soon as they are discovered so an effort can be made immediately to recover the property.

TELEPHONE - A student phone is located across from the office. Students will not be called out of class for a message unless it is an emergency. The office personnel will take a message and contact the student as soon as appropriate.

TRANSFERS - Students who transfer to another school during the school year must complete a check out procedure in the principal's office before leaving to ensure proper transfer records. See Sandy or Margaret for information or assistance.

VISITORS - If you wish to have a visitor attend classes with you; receive approval from the principal and teachers before the day of visitation. Visitors must wear a visitor badge. A visitor is allowed to attend classes with an ABWHS student for one day, one time per year.

Parents/guardians are welcome to visit schools at any time. However, parents/guardians should check with the office to determine class breaks, and in order to check teacher availability. All visitors must sign in at the principal's office.

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

26. **ACTIVITY ELIGIBILITY:** Participation in any school activity, including sports activities, concerts, dances, and the like is contingent upon the student's attendance in school on the day of the school activity involved. A student who has one or more unexcused periods during the school day will be ineligible for any activities on that day.

All students are eligible to participate in extra-curricular activities except those who receive an F or I (incomplete) on their report card or mid-term grade report. Failing students will be ineligible for one (1) week, in that time you can earn a passing grade. If the student is failing any classes at that time, he/she will remain ineligible until passing all courses. Students with an incomplete grade(s) will be ineligible until the work has been completed and a passing grade obtained. A Grade-Check Form can be obtained from the principal's office.

Specific regulations apply to all student activities governed by the Minnesota State High School League. Supervisors of these activities will discuss these regulations with their groups. Folders listing the regulations will be sent home and a parent signature acknowledging and accepting the regulations must be returned to the supervisor before a student can participate in the activities.

Possession or use of mood-altering chemicals by students not participating in League-sponsored activities will be recorded and counted as violations if a student later participates in such activities.

Student Code of Responsibilities: The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
- Assault on any person will not be condoned by the League and will be dealt with by the school administration and the local authorities.

NOTE: Any allegation of sexual, racial, religious harassment violence and/or hazing may also constitute a violation of the Student Code of Responsibilities.

Penalty: A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on the authority of the local board of education. The League specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

27. **SCHOOL RECORDS:** The school district gives notice to parents/guardians and eligible students of their rights regarding student records.

Parent/guardians and eligible students have the following rights:

1. That a parent or eligible student has a right to inspect and review the student's education record. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of

the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

3. That the parent or eligible student has right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
4. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;
5. That the school district forwards education records on request to a school or post-secondary education institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
6. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g, and the rules promulgated thereunder, the name and address of the office that administers the Family Education Rights and Privacy Act is:

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

The school has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

1. It classifies records as public, private and confidential.
2. It establishes procedures and regulations to permit parents/guardians or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
3. It establishes procedures and regulations to allow parents/guardians or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

4. It establishes procedures and regulations for access to and disclosure of education records.
5. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

Copies of the school board policy and accompanying procedures and regulations are available to parents/guardians and students upon written request to the Superintendent.

Pursuant to applicable law, Ada-Borup-West School gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding “directory information”.

“Directory information” includes the following information relating to a student: the student’s name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. “Directory information” also includes the name, address and telephone number of the student’s parent(s). “Directory information” does not include a student’s social security number or a student’s identification number (“ID”) if the ID may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student’s religion, race, color, social position or nationality.

1. The directory information listed above shall be public information which the school district may disclose from the education records of a student or information regarding a parent.
2. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent’s or eligible student’s prior written consent except to school officials as provided under federal law.
3. In order to make any or all of the directory information listed above “private” (i.e., subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:
 - Name of student and parent, as appropriate;
 - Home address;
 - School presently attended by student;
 - Parent’s legal relationship to student, if applicable;
 - Specific category or categories of directory information which is not to be made public without the parent’s or eligible student’s prior written consent.

Pursuant to applicable law, Ada-Borup-West School gives notice to parents/guardians of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers without prior consent.

In order to refuse the release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority, the Principal, by October 1st of each year. This written request must include the following information:

- Name of the student and parent, as appropriate;
- Home address;

- Student's grade level;
- School presently attended by student;
- Parent's legal relationship to student, if applicable;
- Specific category or categories of information which are not to be released to military recruiters without prior consent;
- Specific category or categories of directory information which are not to be released to the public, including military recruiters.

28. **STUDENT SURVEYS:** Independent School District No. 2910 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district and students currently in attendance in the school district, of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students and students are hereby informed that they have the following rights:

a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.

b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

- 1) political affiliations or beliefs of the student or the student's parent;
- 2) mental and psychological problems of the student or the student's family;
- 3) sex behavior or attitudes;
- 4) illegal, antisocial, self-incriminating, or demeaning behavior;
- 5) critical appraisal of other individuals with whom respondents have close family relationships;
- 6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- 7) religious practices, affiliations, or beliefs of the student or the student's parent; or
- 8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:

- 1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
- 2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
- 3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.

d. This notice does not preempt applicable state law that may require parental notification.

e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

g. The school district will directly notify parents and eligible students, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- 1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- 2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- 3) Any nonemergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4505

29. **EMPLOYMENT BACKGROUND CHECKS:** The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extra-curricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extra-curricular academic coaches, assistant, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

30. **IMMUNIZATIONS:** In order to enroll or remain enrolled in any elementary or secondary school in Minnesota, the parent/guardian of a student must have a statement on file with the school administrator or other person having general control and supervision of the school that shows that the student is either:

- a. completely immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and varicella, or
- b. immunized against measles, mumps, rubella, and varicella and has begun, but not yet completed, a schedule of immunizations against diphtheria, tetanus, pertussis, and/or polio, and/or hepatitis B, as verified by a physician or clinic, or
- c. legally exempt from one or more of the required immunizations, as evidenced by either a statement of medical exemption signed by a physician, a documented history of the varicella disease, or a notarized statement of conscientious exemption.

See Minn. Stat. Sec. 121A.15, subd. 1 and 3.

31. **STUDY TIME RULES:**

- ** Every student leaving study time must sign out and sign back in before the end of the period.
- ** **One student** at a time is allowed to go to the lavatories for a limit of five minutes.
- ** Students may speak only with the permission of the supervisor.
- ** Signing out to see other students is not permitted.

- ** All students must sign out in the High School Office to go to the sick room or to leave the building.
- ** All students must bring classroom work, reading material, pencils, etc., to last the entire period.
- ** Abusing study time rules will result in the loss of privileges at the discretion of the study time supervisor.
- ** No card playing.
- ** Electronic devices are to be used for homework only.

32. **ACADEMIC INTEGRITY**

Academic integrity is expected of all students. Personal responsibility for all academic work is essential, and the work that a student completes must be their own.

A. Cheating

Cheating is the act of giving or receiving aid without the specific consent of the teacher. It is an intentional act of breaking the rules in order to achieve personal gain through fraud or deceit. Cheating includes but is not limited to any of the following:

- Copying from another student's course work without teacher consent for collaboration.
- Using material, or inappropriate procedures during a test that are not authorized by the teacher.
- Sharing course work with another student without teacher approval.
- Soliciting or receiving unauthorized information about any course work.

B. Plagiarism

Plagiarism occurs when an individual uses someone else's language, ideas, or original material without acknowledging its source. Plagiarism includes but is not limited to any of the following:

- Copying someone else's research.
- Claiming someone else's words, ideas, plots, characters, theories, opinions, concepts, design, or work as one's own by failing to give credit to the creator.
- Paraphrasing the ideas of others or re-copying someone else's words without citing the source.
- Submitting someone else's text (paper) as one's own.
- Carelessly or inadequately citing the ideas and words borrowed from another source.

If a student has concerns or questions about how to cite material for a particular assignment, the student has a responsibility to consult his/her teacher.

Consequences for Cheating & Plagiarism:

- 1st offense in a class: Student will lose credit on the assignment; but may still need to complete the assignment.
- 2nd offense in a class: Student will lose credit and be removed from the class for the quarter.

33. **GRADING:** Regular classes are graded A, B, C, D, and F.

Individualized independent study, student aide, and work-experience classes are graded Pass (P) and Fail (F) and count toward graduation but are omitted from Grade point averages.

Teachers will give the grade of I (incomplete) if work (tests, quizzes, assignments, reports, etc.) remains to be completed at the end of a grading period. All Incompletes will be recorded as a Zero if not completed by the time specified in Section 1 of the Ada-Borup High School handbook.

34. **SEMESTER TEST POLICY:** Grades 9 - 12

1. Semester tests will be given the last two days of each semester.

2. The last two days will have four (4) periods of eighty-eight (88) minutes each for taking tests.
3. The test grade will count 20% of the semester grade.
4. The test will cover material for the entire semester.
5. Review for the semester cannot take more than two (2) class periods.
6. The student must be on time for the test or risk taking a 0% on the test.

EXEMPTIONS:

A student will be exempt from taking a semester test according to the following schedule. Students with an A average to a C average in a class and have five (5) or less absences, will be exempt from the semester test for that class. Absences for school related activities will not count toward a student's total. All other absences will qualify towards the total.

The only absences that would allow a student to be exempt from a semester test are:

- 1) school related activities,
- 2) emergency medical treatment resulting from participation in a school activity, all others will count. This is not punishment but an incentive to attend class every day. NO EXCEPTIONS.

- 3) ***All absences must have prior principal approval.**

Note: Family emergency or crisis would be reviewed on an individual basis.

35. **PARENT/GUARDIAN GUIDE AND REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE TESTING:**

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as “not proficient” for the purpose of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<p style="text-align: center;">Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</p> <ul style="list-style-type: none"> • Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<p style="text-align: center;">ACCESS and Alternate ACCESS for English Learners</p> <ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.
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Posted May 2018

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](http://education.state.mn.us) (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).

Posted May 2018



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 20____ to 20____ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

_____ MCA/MTAS Reading _____ MCA/MTAS Science
 _____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.	Student ID or MARSS Number _____
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Posted May 2018

36. **MID-TERM (SPECIAL) REPORTS TO PARENTS:** Commendations for exceptionally good work may be sent by teachers to parents at any time.

Deficiency notices will be sent home at mid-quarter for students who are in danger of receiving poor grades. Such students may be denied pass privileges except for specific class work passes issued by teachers.

Mid-term Grades are also used to determine eligibility for extra-curricular activities.

37. **PROMOTION:** To be promoted, students in grades 6, 7 and 8 must complete all classes and may fail not more than one of the following for the academic year: English, Social Studies, Math, Pre-Algebra or Algebra, or Science. A meeting between the guardian(s) and administration will take place to decide on promotion or retention.

To be classified as a sophomore, a student must have earned six and one-half senior high credits; to be classified as a junior, a student must have earned thirteen and one-half senior high credits; and to be classified as a senior, a student must have earned twenty and one-half senior high credits.

38. **SUPPORTIVE INSTRUCTION PROGRAMS:**

Special Education and 504 services are available to students who have difficulty in learning or have a medical disorder which makes learning difficult. The difficulty may occur in any academic area. The Learning Disabilities teacher will work with these problems, try to find new methods and materials to aid each student in the learning process, and will work with all teachers to find the best possible way that each student can learn. Students may be referred by teachers, school officials and parents.

Individualized instruction in certain classes is available to students with special needs. The principal or counselor may approve placement into individualized classes after consulting with teachers and parents. In most cases such placement will be a part of an individual educational plan (IEP) or 504 plan. Passing grades in individualized classes will count toward graduation just as in regular classes, but may be omitted from grade point averages.

Speech and language services are available to any child who has difficulty in these areas. The Speech clinician will work not only with speech problems, such as stuttering or lisping, but also with language disorders, such as inability to understand and follow directions, grammatical errors, etc. Pupils may be referred by the teachers, school nurse, or parent.

EXTRA HELP - Students should always seek extra help from instructors when needed. Conferences may be arranged before and after school or during study time. A teacher may request to see a student during the above-mentioned time or at times which are convenient to both student and teacher. This should not be considered as an act of discipline but as a desire by the teacher to help the students experience greater academic achievement.

Aaron Cook, 504 Coordinator, 604 West Thorpe Avenue, Ada, MN 56510. Phone: (218)784-5312.

39. **ACADEMIC RECOGNITION:**

A. Honor Rolls are calculated at the end of each grading period from all grades. Pluses and minuses are included in the calculations.

B. Cumulative Grade point averages are calculated from semester grades in grades 9-12. Pluses and minuses are included. Grades in classes designated as individualized are omitted from grade point averages although these classes do count towards graduation. No grade point averages are calculated for educable or trainable mentally handicapped students.

C. Seniors having cumulative grade point averages of 3.5 or higher at the end of the first semester will used to designate honor students. Seniors with a 3.9-4.0 GPA will be designated Summa Cum Laude, seniors with a 3.7-3.89 GPA will be designated Magna Cum Laude, and those with a 3.5-3.69 GPA will be designated Cum Laude.

40. **MINNESOTA HONOR SOCIETY:** Membership in the Minnesota Honor Society is recognition of students who have high standards and achievement in scholarship, leadership, service, and character. Students in grades 10-12 are eligible; selection is by the faculty.

MHS members must maintain high standards or are subject to the loss of their membership. The national charter states that a member may receive no more than one written referral for academic

ineligibility or chemical rule violation from the principal or membership will be lost without opportunity to earn it back.

41. **GRADUATION REQUIREMENTS:** The following courses are required for graduation from Ada-Borup-West High School (grades 9-12):

English 9	1	credit
Civics 9	1	credit
Algebra I	1	credit
Physical Science 9	1	credit
Phy. Ed.	1/2	credit
Drivers Education	1/4	credit
Careers 9	1/4	credit
Computer 9	1/2	credit
Lifesmarts	1/2	credit
American History 10	1	credit
English 10/Speech 10	1	credit
Biology 10	1	credit
Geometry	1	credit
Phy Ed/Health 10	1	credit
English 11	1	credit
Social Studies 11 (US Geography/World History)	1	credit
Algebra II	1	credit
Chemistry, Physics, qualified CTE classes	1	credit
English 12 or College English	1	credit
Social Studies 12 (Economics)	1/2	credit
Electives totaling	<u>11</u>	<u>credits</u>
TOTAL	27.5	credits

SUBJECT TO CHANGE BY THE BOARD OF EDUCATION AND MINNESOTA DEPARTMENT OF EDUCATION.

Reference should be made to the Middle and Senior High Curriculum Guides for more information on course descriptions and requirements.

College In The High School/ Online College In The High School courses will follow the 0.5 High School credits for each semester of coursework earned in calculation towards GPA and graduation requirements.

42. **TEST OUT POLICY:** Minnesota Department of Education’s definition of a credit: “A credit is equivalent of successful completion of an academic year of study, (OR) student mastery of applicable subject matter.

Because of the second part of the above definition, students may attempt to test out of a high school class.

Teachers for all 9-12 classes have developed assessment instruments to evaluate if a student has mastered the class curriculum and standards. The student will need to make arrangements with the principal before the end of the first week of the semester the class is offered. The assessment instrument(s) used will reflect the class curriculum and may be written, oral, a demonstration of skills, or a combination of as determined by the instructor. A testing window will be established and completed by the second week of semester.

The student will receive credit for the class if they score 90% or higher on the exam and an “A” will show on their transcript.

The student will be allowed to take the test only once. Notification of the test score will come from the teacher involved. If for some reason the student does not agree with the outcome of the test, he/she must put in writing listing the reasons why he/she disagrees. It must then be submitted to the teacher and principal no more than 5 days after receiving the score. A meeting will then be set up to discuss the grievance. If a student successfully tests out of a class, he/she must maintain his/her full-time status.

43. **HOME-SCHOOL TRANSFERS:** Students transferring into high school from a home-school education program must provide documentation and/or student records verifying the student's current grade level and assessment of performance in basic communications (reading, writing, literature, and fine arts), mathematics, science, social studies, health and physical education. Failure to provide documentation of grade level assessments will result in the student's enrollment in the 9th grade.

44. **GRADUATION:** Our school honors its graduates at the annual commencement exercises in May. Students identified as not meeting graduation requirements or not conforming to school standards, such as regular attendance, will not be invited to attend. The top four graduating seniors (according to GPA) may be asked to give a speech at the commencement ceremony. Full or part-time PSEO students will not be asked to speak at the commencement ceremony.

45. **PROM:** All juniors and seniors are allowed to attend prom. Additional students allowed to attend prom must be invited by either a Junior or Senior and must be in at least 9th grade and under 21 years of age. Students must be in school all day on the Friday preceding Prom unless the absence has been pre-approved by the principal. Students who have accumulated 15 absences 1st or 2nd semester of that school year, will not be eligible to attend prom. See the principal to appeal due to extenuating circumstances. Additional prom rules are available in the principal's office.

46. **POST-SECONDARY ENROLLMENT OPTIONS:** Post-Secondary Enrollment Options (PSEO) is a state program for high school juniors and seniors. Students can complete some of their high school requirements by taking courses, on a full-time or part-time basis, at a participating college or university. Students must meet specific entrance criteria. Not all students who meet the entrance requirements are ready for PSEO. PSEO students must be responsible, self-starting, mature, and independent. The interested student, parents, and school counselor should discuss the pros and cons of participation. For more information, contact the counseling office to schedule an appointment. PSEO students are responsible for being informed of their responsibilities as an ABWHS student and the ongoing activities of Ada-Borup-West High School.

NOTICE TO STUDENTS PARTICIPATING IN POST SECONDARY ENROLLMENT OPTIONS (PSEO)

- Your high school counselor needs a copy of your college schedule prior to the start of each semester.
- PSEO courses will transfer to your ABWHS transcript with the college grade earned.
- No college grades are "weighted" when transferred to your ABWHS transcript.
- The following is the conversion from college semester credits to quarterly ABWHS credits: 4 college semester credits = 1 high school credit.
- College textbooks belong to the college and must be returned there after the semester has completed. Failure to do so could result in fines and/or college holding grades.
- College academic and attendance complications need to be handled by the college and student. Your high school counselor should be informed, but has no jurisdiction over college matters.
- Your high school counselor needs to be informed of changes made in your schedule (dropping/adding a course). Dropping or withdrawing from a course after the first initial drop/add time (7-10 days after the semester begins) at the college will result in a "W" on the student's high school transcript.
- All high school students, including PSEO, must take the MCA tests (and if needed the MBST tests). PSEO students must return for these tests on the designated dates and times.

- High school diplomas are held until ABWHS receives a transcript from the college and all ABWHS graduation requirements are verified.
- PSEO students can participate in high school events and activities. If a PSEO student chooses to participate in college extra-curricular activities they are no longer eligible for MN State High School League activities.
- It is the student's responsibility to stay informed of ABWHS junior and senior activities and to meet ABWHS graduation requirements.
- All PSEO students will be ineligible to speak at the commencement ceremony

A. Unsuccessful completion of course: If the school is notified by the post-secondary institution that a student has withdrawn from, failed, or has a final incomplete in a course, the grade given will be incorporated into the student's high school records.

B. Class rank: Junior year post-secondary course grades must be received by the end of the school year to be included in the junior class ranking which is reported to the Higher Education Coordinating Board and used in college applications. Senior year post-secondary credits required for graduation must be received by graduation day for a student to be issued the diploma at regular exercises and by June 15 to be included within the final class ranking.

47. **SUBSTANCE ABUSE AND THE STUDENT**: The school is prepared to assist with student chemical abuse problems whether or not disciplinary action is appropriate. Parents will be involved and are urged to be supportive across the full range of the school's efforts to deal with chemical abuse.

All confirmed instances of student use or possession of alcoholic beverages, tobacco, or illegal substances will be reported by the principal to school counselor.

A Memorandum of Understanding between law enforcement agencies and the schools permits the exchange of information when there has been a violation of laws concerning alcohol or other illegal substances.

Pursuant to Minnesota Statute Annotated 126.035, Subdivision 2, the Chemical Abuse Preassessment Team shall mail or personally deliver to the child's parent or guardian having custody over the child and to the child, written notification of any violation as stated in the Memo of Understanding. Such notification shall be sent no later than 5 days after the Preassessment Team has been advised of any violation. The written notification shall consist of the child's name, parent's name, address, school attended, date of violation, place of violation, a brief description stating a factual basis for believing a violation exists, the date notice is sent, and an explanation as to what steps the Preassessment Team expects of the parent, guardian, or child.

The Minnesota Legislature passed a Drug-Free and Weapon-Free School, Park, and Housing Zones Law. The Law calls for tough penalties for anyone caught selling or possessing illegal drugs, or possessing or using a dangerous weapon within one city block or 300 feet of any Minnesota school, park, public housing project, or school bus carrying students. Juveniles convicted of these crimes who are at least 14 years old can be treated as adult and sentenced in an adult court.

Penalties: Category 1 Activities (Athletics, Cheerleading, Speech)

First Violation: The student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of the season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Second Violation: The student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three weeks, whichever is greater. No exception is permitted for the student who becomes a participant in a treatment program.

Third and Subsequent Violations: The student shall lose eligibility for the twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If

after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Category 2 Activities: (Band, Choir, One-Act Play, Three-Act Play) and Other Events: (FFA, FLA, Intramurals, Close-Up, Spanish, Honor Society, Student Council, Knowledge Bowl, and some class activity field trips and recreational events not under MSHSL rules)

First Violation: The student shall lose eligibility for the next one (1) activity or two (2) weeks whichever is greater.

Second Violation: The student shall lose eligibility for the next two (2) events.

Third and Additional Violations: The student shall lose eligibility for the next four (4) events. Alternatively; loss of eligibility for the next six (6) weeks/two (2) events if the violator has participated six (6) weeks in a chemical dependency program and is certified by the treatment center official.

48. **FIREARMS:** Minnesota Statutes 127.282 mandates that any student determined to have brought a firearm to school must be expelled for one year.

49. **DISCIPLINE POLICY:**

I. **STATEMENT OF POLICY**

It is the position of School District #2910 that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators do not condone undue force or physical action towards students. They will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

II. **RULES OF CONDUCT**

Disciplinary action may be taken against students for any behavior which is disruptive or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in School District #2854:

A. **Truancy and Unauthorized Absences**

1. As required by current statutes and state department of education and school board regulations, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.

2. Truancy, for purposes of this policy, is the absenting of one's self from school or class without the approval of the principal.

3. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

B. **Damage to School or Personal Property**

1. **Vandalism:** Damage to or destruction of school property or property of others by students is vandalism.

2. **Theft:** Theft is the act of intentionally and without claim of right taking, using, transferring, concealing or retaining possession of moveable property of another without his consent and with the intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

C. **Physical Assault:** Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another, including obstruction, sexual assault and indecent exposure.

D. **Verbal Assault:** Verbal assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

E. **Threats and Disruptions:**

1. **Dangerous Threats:** Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.

2. **School Disruptions:** Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities including electronic devices, toys, games, playing cards, etc. will be subject to disciplinary action.

F. **Dangerous, Harmful, and Nuisance Substances and Articles**

1. **Alcohol:** Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school-sponsored activities.

2. **Drugs:** Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.

3. **Use of Tobacco:** Tobacco possession or use by students is prohibited at school, at school-sponsored activities, and on school grounds. Special note: Possession as well as use of tobacco will be considered a violation of Minnesota State High School League rules.

4. **Harmful or Nuisance Articles:** The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and school-sponsored activities.

G. **Failure to Identify Oneself:** Failure to provide proper identification upon request of a staff member is unacceptable behavior.

H. **Violation of Law:**

1. The violation of any state or local law or the violation of any federal law is unacceptable behavior.

I. Violations of school procedures or acts disruptive of the educational process, including disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, and trespassing.

J. Violation of school bus, transportation, or traffic regulations.

K. Possession or distribution of dangerous, slanderous, libelous, or pornographic materials.

L. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process. Clothing which advertises the use of tobacco, alcohol, or drugs is not to be worn.

M. Falsification of records, documents, or signatures.

N. Failure to complete required work, failure to cooperate, improper noon or after-school conduct, locker rules violations.

O. Violation of other school rules, policies, or procedures including failure to comply with disciplinary action.

P. In summary, the following constitute unacceptable behavior:

1. Willful conduct which materially and substantially disrupts the right of others to an education;
2. Willful conduct which endangers School District #2910 employees, the pupil or other pupils, or the property of the school;
3. Willful violation of any rule of conduct specified in this discipline policy.

Q. Electronic Equipment:

- Tablets, calculators, graphing calculators, and laptops may be used in the classroom with teacher permission.
- Use of gaming systems, digital cameras, MP3 players are not allowed during or before the school day. Cell phones and digital cameras are NOT allowed in locker rooms, bathrooms, or any other dressing facilities.
- Senior High: Cellphones are not allowed to be used during any class. Cellphone use is allowed between classes and during lunch only. Junior High: Cellphone use is not allowed during the school day.
- Headphones are not allowed to be used during any class unless the teacher authorizes use.
- Radios, TV's, laser pens, virtual pets, CD's or games rated for mature audiences, or anything deemed to be inconsistent with the educational mission of the school are not permitted on school grounds.
- All of these items are the sole responsibility of the student. As these items serve as targets for theft, students are advised to keep them locked in their cars or lockers.
- If an item interferes with the educational mission of the school:
 - First Offense - Item will be confiscated and the student can pick it up at the end of the day. Notification will be sent to the parent/guardian.
 - Second Offense – Item will be confiscated and the student can pick it up at the end of the week or a parent can pick it up at the end of the school day.
 - Third Offense – Item will be confiscated and the parent can pick it up in 5 school days.
- If a student refuses to relinquish an item when directed by a teacher or staff, the student will be disciplined for insubordination.
- Use of electronic equipment or bus trips will be at the discretion of the teacher/advisor/coach.

III. DISCIPLINARY ACTION

A. It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of school district administration and the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall; however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- Parent contact;
- Parent conference;
- Removal from class;
- In-school suspension;
- No electronics;
- Suspension from extra-curricular activities;

- Detention or restriction of privileges;
- Loss of school privileges;
- In-school monitoring or revised class schedule;
- Referral to in-school support services;
- Referral to community resources or outside agency services;
- Financial restitution;
- Referral to policy, other law enforcement agencies, or other appropriate authorities;
- A request for a petition to be filed in district court for juvenile delinquency adjudication;
- Out-of-school suspension under the Pupil Fair Dismissal Act;
- Preparation of an admission or readmission plan;
- Saturday school;
- Expulsion under the Pupil Fair Dismissal Act;
- Exclusion under the Pupil Fair Dismissal Act; and/or
- Other disciplinary action as deemed appropriate by the school district.

B. **Removal from Class:** Removal from class is the short-term exclusion of a student from a class or classes during which the school retains custody of the student. Informally, the teacher may send the student to the office; the student will be supervised for the remainder of the period. Formally, the teacher will make out a Disciplinary Referral. The principal will consult with the teacher and hold a conference with the student. The principal and teacher will agree on the length of removal - not to exceed three class periods. Students removed from class shall be the responsibility of the principal or his lawful designee. The removal from class may be imposed without an administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work.

C. **Detention:** After-school detention will be Monday-Thursday, from 3:08-4:00 p.m. or before school at 7:30 a.m. at the high school. Assignment to detention takes priority over other school activities. Detention will not be postponed for reasons such as outside jobs. Unexcused absence from detention is a rules violation and subject to disciplinary action. Students are to bring schoolwork with them to detention. Detention or in-school detention will be supervised by the principal or an assigned staff member. Saturday Detention may be assigned for attendance related or specific behavior violations.

D. **Suspension:** Suspension is the short-term exclusion of the student from school for no more than ten (10) days during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act revised 2013.

E. Copies of this policy shall be published in the Student Handbook and distributed to all students during the first month of the school year. All policies concur with The Pupil Fair Dismissal Act as revised June 2013. Copies of the Act will be mailed to parents and are available in the high school office.

F. Parents shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act.

IV. RIGHTS, PRIVILEGES, RESPONSIBILITIES

I. **Philosophy.** Every student who displays a genuine effort to profit from the educational experience provided, will succeed to the limit of his or her individual ability. To attend Ada-Borup Public Schools is a privilege and an opportunity. If students are not ready to accept the type of behavior which is in keeping with the schools' philosophy and objectives, they cannot expect to continue their membership.

A. SCHOOL RESPONSIBILITIES

1. School Board
 - a. To review annually the existing discipline policy.
 - b. To support the administration in all actions taken involving discipline and that fall within the guidelines of this policy.
2. Superintendent
 - a. To keep the school board informed of any changes in the state's Student Conduct and Discipline Policy.
 - b. To make sure that due process is followed in all disciplinary actions taken.
3. Principal
 - a. To inform the student body of school policies.
 - b. To make sure every student receives a copy of the school's discipline policy.
 - c. To interpret the school discipline policy. To make sure it is followed, and that necessary disciplinary actions are carried out.
 - d. To make recommendations to the board on students who should be expelled.
 - e. To convene a disciplinary committee to meet every spring to review existing policy.
1. Teachers
 - a. To handle minor disciplinary problems in the classroom or any area under their supervision.
 - b. To make referrals to the principal on students who they feel warrant further disciplinary action.
5. Counselor and/or School Social Worker
 - a. To sit in on all informal administrative conferences in which a student faces a possible suspension or expulsion.
 - b. To hold an informal conference with every student who has been suspended immediately following his/her return to school.

B. PARENT/GUARDIAN RESPONSIBILITIES

1. To read the student handbook and the school's discipline policy.
2. Report to school officials any violations of the rules by their children.
3. Support the school board and administration on any corrective actions taken, within the guidelines of the district's policy.

C. STUDENT RIGHTS, PRIVILEGES, RESPONSIBILITIES

1. Rights and Privileges:
 - a. The right to a free and full education and the right to learn.
 - b. The right to equal educational opportunity and to freedom from discrimination.
 - c. The right to due process of law.
 - d. The privilege to participate in student activities.
 - e. The right to not be detained in school for disciplinary or other reasons for more than one hour after the close of the maximum school day.
 - f. The right to be informed at least 24 hours prior to the next scheduled detention.
 - g. The right to have an informal conference to present his/her version and evidence in his/her defense, and to be advised of the reason for disciplinary action.

2. Responsibilities:

- a. The responsibility to attend school daily, except when excused, and to be on time to all classes and other school functions.
- b. The responsibility to make necessary arrangements for making up work when absent from school.
- c. The responsibility to be aware of all school rules and regulations and conduct themselves in accord with them.
- d. The responsibility to assume that until a rule is waived, altered, or repealed, it is in full effect.
- e. The responsibility to be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases.
- f. The responsibility to protect and take care of the school's property.
- g. The responsibility to dress and groom to meet fair standards of safety and health and common standards of decency.
- h. The responsibility to satisfy disciplinary penalties when scheduled, realizing that they take priority over other school activities.

121A.40 CITATION.

Sections 121A.40 to 121A.56 may be cited as the "Pupil Fair Dismissal Act."

121A.41 DEFINITIONS.

Subdivision 1. **Applicability.** As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subd. 2. **Dismissal.** "Dismissal" means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. **District.** "District" means any school district.

Subd. 4. **Exclusion.** "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. **Expulsion.** "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. **Parent.** "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subd. 7. **Pupil.** (a) "Pupil" means any student:

(1) without a disability under 21 years of age; or

(2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and

(3) who remains eligible to attend a public elementary or secondary school.

(b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 125A.02.

Subd. 8. **School.** "School" means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subd. 9. **School board.** "School board" means the governing body of any school district.

Subd. 10. **Suspension.** "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of

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no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subd. 11. **Alternative educational services.** "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02, although in a different setting.

121A.42 POLICY.

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

121A.43 EXCLUSION AND EXPULSION OF PUPILS WITH A DISABILITY.

(a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or ten cumulative school days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than ten days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.

(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with a disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.

(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.

(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the exclusion or expulsion.

121A.44 EXPULSION FOR POSSESSION OF FIREARM.

(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

121A.45 GROUNDS FOR DISMISSAL.

Subdivision 1. **Provision of alternative programs.** No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subd. 2. **Grounds for dismissal.** A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;

(b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

Subd. 3. **Parent notification and meeting.** If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil

assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

121A.46 SUSPENSION PROCEDURES.

Subdivision 1. **Informal administrative conference before suspension.** The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 2. **Administrator notifies pupil of grounds for suspension.** At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. **Written notice of grounds for suspension.** A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subd. 4. **Suspension pending expulsion or exclusion hearing.** Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

121A.47 EXCLUSION AND EXPULSION PROCEDURES.

Subdivision 1. **Requiring a hearing; pupil may waive hearing.** No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. **Written notice.** Written notice of intent to take action shall:

- (a) be served upon the pupil and the pupil's parent or guardian personally or by mail;
- (b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- (c) state the date, time, and place of the hearing;
- (d) be accompanied by a copy of sections 121A.40 to 121A.56;

(e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and

(f) inform the pupil and parent or guardian of the right to:

(1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Department of Education;

(2) examine the pupil's records before the hearing;

(3) present evidence; and

(4) confront and cross-examine witnesses.

Subd. 3. **Hearing schedule.** The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. **Convenient time and place of hearing.** The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. **Closed or open hearing.** The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. **Impartial hearer.** The hearing shall take place before:

(1) an independent hearing officer;

(2) a member of the school board;

(3) a committee of the school board; or

(4) the full school board;

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. **Creating hearing record.** The school board shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. **Access to pupil's records.** At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. **Pupil's right to compel testimony.** The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public

school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. **Pupil's right to present evidence and testimony.** The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. **Pupil not compelled to testify.** The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. **Hearer's recommendation limited to evidence at hearing; service within two days.** The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13. **Basis of school board decision; opportunity for comment.** The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Subd. 14. **Admission or readmission plan.** (a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative education services, which must not be used to extend the student's current suspension period. Consistent with section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School officials must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or educational neglect.

121A.48 GOOD FAITH EXCEPTION.

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

121A.49 APPEAL.

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner.

In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district;
- (3) made upon unlawful procedure, except as provided in section 121A.48;
- (4) affected by other error of law;
- (5) unsupported by substantial evidence in view of the entire record submitted; or
- (6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

121A.50 JUDICIAL REVIEW.

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

121A.51 REPORTS TO SERVICE AGENCY.

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

121A.52 NONAPPLICATION OF COMPULSORY ATTENDANCE LAW.

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

121A.53 REPORT TO COMMISSIONER OF EDUCATION.

Subdivision 1. **Exclusions and expulsions; physical assaults.** The school board must report through the department electronic reporting system each exclusion or expulsion and each physical assault of a district employee by a student within 30 days of the effective date of the dismissal action or assault to the commissioner of education. This report must include a statement of alternative educational services, or other sanction, intervention, or resolution in response to the assault given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

Subd. 2. **Report.** (a) The school board must include state student identification numbers of affected pupils on all dismissal and other disciplinary reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals and physical assaults of district employees by a student by age, grade, gender, race, and special education status of the affected pupils. All dismissal and other disciplinary reports must be submitted through the department electronic reporting system.

(b) The commissioner must aggregate the district data reported under this section and include the aggregated data, including aggregated data on physical assaults of a district employee by a student, in the annual school performance reports under section 120B.36.

121A.54 NOTICE OF RIGHT TO BE REINSTATED.

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

121A.55 POLICIES TO BE ESTABLISHED.

(a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission.

(b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have an individualized education program from school grounds.

121A.56 APPLICATION.

Subdivision 1. **Prohibition against discrimination remains in effect.** Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363A.13, subdivision 2.

Subd. 2. **Portions of school program for credit.** Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

50. **DISTRICT 2910 POLICY AGAINST RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE:**

I. GENERAL STATEMENT OF POLICY: It is the policy of Independent School District No. 2910 (the "School District") to maintain a learning environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For the 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.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

(i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

(ii) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

(iii) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

(i) unwelcome verbal harassment or abuse;

(ii) unwelcome pressure for sexual activity;

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

(iv) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

(v) 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

(vi) unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

(i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

(ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

(iii) otherwise adversely affects an individual's employment or academic opportunities.

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

(i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

(ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

(iii) otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

(i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

(ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;

(iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or

(iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

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

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

G. Assault; Definition. Assault is:

(i) an act done with intent to cause fear in another of immediate bodily harm or death;

(ii) the intentional infliction of or attempt to inflict bodily harm upon another; or

(iii) the threat to do bodily harm to another with present ability to carry out the threat.

III

REPORTING GRIEVANCE PROCEDURES FOR STUDENT SEX AND DISABILITY NONDISCRIMINATION

- A. Any student who believes he or she has been the victim of unlawful sex or disability discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex or disability discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. 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 unlawful sex or disability discrimination toward a student directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex or disability discrimination toward a student at the building level. Any adult school district personnel who receive a report of unlawful sex or disability discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex or disability discrimination toward a student as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Aaron Cook as the school district human rights officer to receive reports, complaints or grievances of unlawful sex or disability discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer, including mailing address and telephone number.
- F. Submission of a good faith complaint, grievance or report of unlawful sex or disability discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex or disability discrimination toward a student

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

SCHOOL DISTRICT ACTION

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

REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex or disability discrimination toward a student 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 unlawful sex or disability discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, staff members, employee unions and organizations.

- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing regulations of Title IX)

Cross References: MSBA Model Policy 102 (Equal Educational Opportunity)
MSBA Model Policy 413 (Harassment and Violence)

Aaron Cook
Human Rights Officer
Ada-Borup-West Public Schools
604 West Thorpe Avenue
Ada, MN 56510
Phone: (218) 784-5310

51. **STATEMENT OF NON-DISCRIMINATION:** The Ada-Borup-West Public School District is an equal-opportunity employer and provides equal-opportunity educational services. The schools comply with all appropriate legislation, including Title IX, prohibiting discrimination on the basis of race, color, sex, religion, handicap, or national or ethnic origin in their educational and extra-curricular programs, access to classes, hiring, and other school-administered programs. Inquiries should be addressed to the human rights officer.

52. **VOCATIONAL CLASSES:** All Career and Technical Programs will be offered to all students regardless of race, color, national origin, sex or disability.

PINE TO PRAIRIE COOPERATIVE CENTER STUDENT DISCIPLINE POLICY

The Pine to Prairie shared vocational programs are a means for the participating districts to offer students more educational opportunities than would normally be provided by a single district.

Because of the uniqueness of the vocational programs and the travel that is entailed, certain standards are expected of students enrolled in these courses. Participation should be considered an opportunity as well as a privilege that carries with it a higher level of responsibility. This policy is intended to make both the students and the parents aware of the standards expected of students enrolled in such courses.

As a student taking a shared vocational program, I am aware that:

1. Insubordination and class disruption of any kind will not be tolerated. Insubordination has been defined as refusal to follow directives of the teacher.
2. Inappropriate language will not be tolerated.
3. Classroom, lab, and safety guidelines and procedures must be followed.
4. Equipment must be handled with care and safety in mind.

The following procedures will be adhered to for students who do not follow the above rules.

FIRST OFFENSE REPORTED TO THE PRINCIPAL:

The student will be given a verbal warning and told that his/her parents and his/her principal will be notified of the infraction. Consequences will be determined by the home school discipline policy.

SECOND OFFENSE REPORTED TO THE PRINCIPAL:

The student will be given a verbal warning and told that his/her parents and his/her principal will be notified of the infraction. Consequences will

be determined by the home school discipline policy. There will be a conference with the home school principal, the student, and preferably the parent(s).

53. SCHOOL DISTRICT POLICIES

School Weapons – The following definitions shall be used to clarify this policy:

1. “Weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing the bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; laser lights; and objects that have been modified to serve as weapons.

“Weapon” also includes any object, device, or instrument having the appearance of a weapon and such objects, devices, or instruments shall be treated as weapons including but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

“Weapon” also includes articles designed for other purposes (i.e. belts, combs, pencils, files, scissors, etc.), and used to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

2. “School location” includes a school building, school grounds, school activities or trips, bus stops, school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.
3. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon.
4. “Zero Tolerance” means that the building principal shall:
 - a) confiscate the weapon;
 - b) immediately suspend the involved student(s) from that school;
 - c) immediately notify the police;
 - d) notify the parent or guardian; and
 - e) recommend to the superintendent dismissal for a period of time, not to exceed one year.

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, handle, transmit, store in an area subject to one’s control, or use any instrument that is considered a weapon, or any “look-alike” weapon. The school district takes a position of zero tolerance regarding weapons.

Prior to recommending expulsion of the student(s) to the school board, the superintendent shall determine that the principal recommending expulsion has fulfilled all legal requirements relating to the suspension and proposed expulsion and has implemented alternative educational programming for the suspended students. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

While the school district takes a firm zero tolerance position on the possession, use or distribution of weapons by students, such as position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of this policy.

However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

Search of Student Lockers, Desks, Personal Possessions and Student's Person - The following definitions shall be used to clarify this policy:

1. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
2. "Personal possessions" includes, but is not limited to, purses, backpacks, book bags, packages, and clothing.
3. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of school, or other reliable sources of information.
4. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonable related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of circumstances necessitating an immediate search, and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence, and the age of the student).

School lockers and desks are the property of the school district. At no time does the school district relinquish its exclusive control of lockers and desks provided for the convenience of students. Inspection of the interior of lockers or desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student's person may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law, school rules, or school district policies. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

All searches shall be reasonable in scope and intrusiveness.

School district officials shall seize any contraband item and, where appropriate, turn it over to legal authorities for ultimate disposition.

Students found to have violated this policy and/or procedures implementing it shall be subject to discipline which may include suspension, exclusion, or expulsion, and the student may be referred to legal authorities.

Enrollment of Non-resident Students – The school district shall participate in the Enrollment Options Program established by state law.

The superintendent shall be responsible for procedure for enrollment of nonresident students including eligibility, standards that may not be used for rejection, application process, and exclusion of students.

School Activities

The school district shall support a well-balanced program of student activity programs. They shall be managed by the school principals to be of maximum benefit in growth and development for the students, yet maintained as secondary to the formal instructional programs.

The superintendent shall be responsible to disseminate information, including the Student Code of Conduct, needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation. All rules pertaining to student conduct and student discipline extend to school activities.

Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules as adopted by the school district. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.

The superintendent shall be responsible for evaluating school activity programs and present results and recommendations to the school board.

Hazing Prohibition – The following definitions shall be used to clarify this policy:

1. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk or harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - a) any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - b) Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - c) Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student.
 - d) Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - e) Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
2. “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.

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in or permit, condone, or tolerate hazing.

This policy applies to behavior that occurs on or off school property and during and after school hours.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

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 a school district official.

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.

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.

Upon completion of the investigation, the school district shall 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.

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

This policy shall appear in all student and employee handbooks.

BULLYING PROHIBITION POLICY

(Board approved June 23, 2014, modified August 9, 2022)

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 that is committed on school district property (including any functions, activities, and/or on school transportation), 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.

DEFINITIONS

- 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.

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.

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.

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.

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.

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.

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)

INTERNET ACCEPTABLE USE AND SAFETY POLICY

(Board approved May 12, 2009)

I. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore

thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

II. LIMITED EDUCATIONAL PURPOSE

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

III. USE OF SYSTEM IS A PRIVILEGE

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

IV. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information, and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information.
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
 - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."
 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as

other school district policies. Examples of such violations are, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

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

V. FILTER

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

VIII. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

IX. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

X. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any

- financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XI. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

United States v. American Library Association, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)

Layshock v. Hermitage Sch. Dist., 412 F.Supp. 2d 502 (2006)

J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

WELLNESS POLICY

(Board approved May 12, 2009)

I. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

II. GUIDELINES

- A. Foods and Beverages
 - 1. Food and beverages made available through the school lunch program will be consistent with the current USDA Dietary Guidelines for Americans.
 - 2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
 - 3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
 - 4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
 - 5. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
 - 6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
 - 7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
- B. School Food Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Nutrition Education and Promotion

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
3. Schools will not withhold food or beverages as punishment.

D. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

E. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

III. IMPLEMENTATION AND MONITORING

- A. After approval by the school board, the wellness policy will be implemented throughout the school district.
 - B. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.
 - C. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.
- C. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.

NORTHWEST SERVICE COOPERATIVE

ASBESTOS NOTIFICATION

As a result of recent 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 Ada-Borup-West 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 Ada-Borup-West School District were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. 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 Ada-Borup-West School District has completed their 3-Year Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year Ada-Borup-West School District conducted the following with respect to its asbestos containing building materials: Operations and Maintenance

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after a management plan went into effect. Northwest Service Cooperative 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 asbestos in which they may come into contact. All short-term workers shall contact the district's Designated Person before commencing work to be given this information.

The Ada-Borup-West School District has a list of the location(s) and type(s) of asbestos containing materials found in that school building and a description and time-table 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 the Ada-Borup-West School District at 218-784-5300.

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 Ada-Borup-West School District Integrated Pest Management program or you would like more information on the pesticide application schedule, please feel free to call the school at 218/784-5300.

Indoor Air Quality Notice

Ada-Borup-West 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 Ada-Borup-West School District Indoor Air Quality contact person is Head of Buildings & Grounds. If there are any questions regarding the school's IAQ Program, please feel free to call the school at 218/784-5300.