

# MOUNTAIN IRON-BUHL HIGH SCHOOL

## INFORMATIONAL PACKET

2015-2016

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# Mt. Iron-Buhl 2015-2016 School Calendar

August 2015						December 2015						April 2016					
Mo	Tu	We	Th	Fr		Mo	Tu	We	Th	Fr		Mo	Tu	We	Th	Fr	
							1	2	3	4						1	
3	4	5	6	7		7	8	9	10	11		4	5	6	7	8	
10	11	12	13	14		14	15	16	17	18		11	12	13	14	15	
17	18	19	20	21		21	22	<del>23</del>	<del>24</del>	<del>25</del>		18	19	20	21	22	
24	25	26	27	28	1	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>		16	25	26	27	28	29	21
<del>31</del>					0						16						21

  

September 2015						January 2016						May 2016					
Mo	Tu	We	Th	Fr		Mo	Tu	We	Th	Fr		Mo	Tu	We	Th	Fr	
	1	2	3	4						<del>1</del>		2	3	4	5	6	
<del>7</del>	<del>8</del>	9	10	11		4	5	6	7	8		9	10	11	12	13	
14	15	16	17	18		11	12	13	14	<del>15</del>		16	17	18	19	20	
21	22	23	24	25	21	<del>18</del>	19	20	21	22	20	23	24	25	26	<del>27</del>	21
28	29	30			17	25	26	27	28	29	19	<del>30</del>	<del>31</del>				20

  

October 2015						February 2016						June 2016					
Mo	Tu	We	Th	Fr		Mo	Tu	We	Th	Fr		Mo	Tu	We	Th	Fr	
			1	2		1	2	3	4	5				1	2	3	
5	6	7	8	9		8	9	10	11	12		6	7	8	9	10	
12	13	14	<del>15</del>	<del>16</del>		<del>15</del>	16	17	18	19		13	14	15	16	17	
19	20	21	22	23	22	22	23	24	25	26	20	20	21	22	23	24	
26	27	28	29	30	20	29					20	27	28	29	30		

  

November 2015						March 2016						Holidays					
Mo	Tu	We	Th	Fr		Mo	Tu	We	Th	Fr							
2	3	4	5	<del>6</del>			1	2	3	4		Labor Day – Sept. 7, 2015 Columbus Day – Oct. 12, 2015 Veterans Day – Nov. 11, 2015 Thanksgiving Day – Nov. 26, 2015 Christmas – December 25, 2015 New Years Day – Jan. 1, 2016 MLK Day – Jan. 18, 2016 Presidents Day – Feb. 15, 2016 Good Friday – Mar. 25, 2016 Easter – Mar 27, 2016 Memorial Day – May 30, 2016					
9	10	11	12	13		7	8	9	10	11							
☺		☺		<del>20</del>													
16	17	18	19			14	15	16	17	18							
23	24	25	<del>26</del>	<del>27</del>	19	21	22	23	24	<del>25</del>	21						
30					18	<del>28</del>	29	30	31		21						

End of 1<sup>st</sup> Quarter - 11/6 42 Days  
 End of 2<sup>nd</sup> Quarter - 1/15 39 Days   
 End of 3<sup>rd</sup> Quarter - 3/18 43 Days Student/Teacher Days  
 End of 4<sup>th</sup> Quarter - 5/27 48 Days

—Teacher-In-Service Days  First/Last Day of School  
 x End of Quarter / Holidays  Parent/Teacher Conferences  Graduation – May 27, 2016

Mt. Iron-Buhl High School Staff

		<u>E-mail Address</u>	<u>735-8271</u>
Klarich, J.	Superintendent	<a href="mailto:jklarich@mib.k12.mn.us">jklarich@mib.k12.mn.us</a>	Ext. 1001
Williams, A.	Principal	<a href="mailto:awilliams@mib.k12.mn.us">awilliams@mib.k12.mn.us</a>	Ext. 1006
Kintner, K.	Office Secretary	<a href="mailto:kkintner@mib.k12.mn.us">kkintner@mib.k12.mn.us</a>	Ext. 1005
Smith, J.	Office Secretary	<a href="mailto:jsmith@mib.k12.mn.us">jsmith@mib.k12.mn.us</a>	Ext. 1003
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Johnson, C.	Mathematics	<a href="mailto:cjohnson@mib.k12.mn.us">cjohnson@mib.k12.mn.us</a>	Ext. 1032
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Lindmeier, S.	Choir	<a href="mailto:slindmeier@mib.k12.mn.us">slindmeier@mib.k12.mn.us</a>	Ext. 1035
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TBD	RN	TBD	TBD
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O'Malley, C.	English	<a href="mailto:comalley@mib.k12.mn.us">comalley@mib.k12.mn.us</a>	Ext. 1040
Pershern, L.	Special Education	<a href="mailto:lpershern@mib.k12.mn.us">lpershern@mib.k12.mn.us</a>	Ext. 1027
Simetkosky, B.	Tech Support	<a href="mailto:bsimetko@nesc.k12.mn.us">bsimetko@nesc.k12.mn.us</a>	Ext. 1016
Sullivan, M.	FACS	<a href="mailto:mjsullivan@mib.k12.mn.us">mjsullivan@mib.k12.mn.us</a>	Ext. 1039
Taus, D.	SpEd/Phy. Ed.	<a href="mailto:dtaus@mib.k12.mn.us">dtaus@mib.k12.mn.us</a>	Ext. 1027
Thronson, L.	ADAPT	<a href="mailto:lthronson@rangementalhealth.org">lthronson@rangementalhealth.org</a>	780-9774
Today, M.	Science	<a href="mailto:mtoday@mib.k12.mn.us">mtoday@mib.k12.mn.us</a>	Ext. 1030
Winans, L.	Athletic Director/Phy. Ed.	<a href="mailto:lwinans@mib.k12.mn.us">lwinans@mib.k12.mn.us</a>	Ext. 1025

**INDEPENDENT SCHOOL DISTRICT NO. 712  
SCHOOL BOARD MEMBERS SCHOOL YEAR 2015-2016**

<u>OFFICE</u>	<u>FIRST</u>	<u>LAST</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>PHONE</u>
Chair	Troy	Martinson	8388 Balsam Dr	Mt. Iron	929-8053 c
Director	Betsy	Olivanti	Box 537	Mt. Iron	735-1013
Clerk	Larry	Sokoloski	5476 Hwy 7	Virginia	749-2134
Treasurer	Mike	Grahek	5418 Garden Dr S	Mt. Iron	735-8456
Director	Amy	Winans	Box 537	Mt. Iron	750-0434
Director	Jason	Gellerstedt	Box 537	Mt. Iron	290-5560
Director	Jeff	Holmes	5119 Mineral Ave	Mt. Iron	735-1087 h 969-0371 c 744-2400 wk

**COMMITTEE MEMBERS/ORGANIZATION REPRESENTATIVES**

**2015-2016 Committee Members**

- Minnesota State High School League Representative – Troy Martinson
- East Range Vocational Cooperative Board Representative – Larry Sokoloski
- Policy/Handbook Committee – Troy Martinson and Jason Gellerstedt
- Community Education Board – Amy Winans
- Legislative Committee/RAMS – Jeff Holmes
- Finance Committee – Betsy Olivanti, Troy Martinson and Mike Grahek
- Building and Grounds Committee – Troy Martinson, Larry Sokoloski and Jeff Holmes
- Curriculum/Systems Accountability Committee – Betsy Olivanti, Jason Gellerstedt and Mike Grahek
- Computer Technology Committee – Betsy Olivanti and Amy Winans
- AFSCME Local No. 453 Committee – Troy Martinson and Amy Winans
- MIBFT Committee – Mike Grahek, Jason Gellerstedt and Jeff Holmes
- Administrative Committee – Betsy Olivanti, Larry Sokoloski and Troy Martinson
- Student/School Board Liaison – Jason Gellerstedt, Mike Grahek and Amy Winans
- IRYA – Larry Sokoloski
- Mt. Iron Cable Commission – Larry Sokoloski
- New Building Committee – Troy Martinson, Jeff Holmes and Jason Gellerstedt

**E-mail Addresses:**

Jason Gellerstedt [jgellerstedt@mib.k12.mn.us](mailto:jgellerstedt@mib.k12.mn.us)  
 Larry Sokoloski [l.sokoloski@mchsi.com](mailto:l.sokoloski@mchsi.com)  
 Mike Grahek [mgrahek@mib.k12.mn.us](mailto:mgrahek@mib.k12.mn.us)  
[mbgrahek@gmail.com](mailto:mbgrahek@gmail.com)  
 Jeff Holmes [jeff@holmesrecycling.com](mailto:jeff@holmesrecycling.com)

Amy Winans [awinans@mib.k12.mn.us](mailto:awinans@mib.k12.mn.us)  
 Troy Martinson [martinsontroy@yahoo.com](mailto:martinsontroy@yahoo.com)  
 Betsy Olivanti [bolivanti@mib.k12.mn.us](mailto:bolivanti@mib.k12.mn.us)

**MOUNTAIN IRON-BUHL  
SCHOOL DISTRICT NUMBER 712**

**2015-2016 SCHOOL YEAR  
TRANSPORTATION SCHEDULE**

- **NORTH BUHL BUS K-12 Leaves at 6:10 a.m.**

Hwy 169 N & 303, Old Hwy 53 East & West Donneywood, Hwy 65, West Palm Road, Lake 14, Hwy 25, S. Dark Lake Road, Kinney. **Leaves H.S. at 7:50 a.m. K-6.** Parkville, Raintree, YMCA, Carnation Ave., Jasmine Ave., Unity Addition.

- **NORTH BUHL VAN RT. #2 SP. ED. Leaves at 6:15 a.m.**

Goodell Road, Lake Leander, Hwy 25 Sp. Ed., Buhl, Kinney, East Hayes, Spirit Lake, Raintree.

- **BUHL PROPER BUS 7-12 Leaves at 7:10 a.m.**

Morse Road, Grant & Wabagon, Grant and Culver, Culver & Forest, Forest & Pennsylvania, White Side & Forest, Forest & Mueller, New Addition, Mueller & Sharon, Seville & Wanless, Short Stop. **Leaves H.S. at 8:10 a.m.** Café Side for Virginia H.S. and Return to MIB H.S. (Vocational Classes.)

- **BUHL PROPER BUS 1-6 Leaves at 7:30 a.m.**

Grant and Wabagon, Grant & Culver, Culver and Sharon, Forest & Pennsylvania, Roberts St. by Trailer Park, New Addition, Memorial Drive, White Side & Frantz, Frantz & Seville, Mueller, Short Stop.

- **SOUTH BUHL BUS K-12 Leaves at 6:55 a.m.**

Country Road, Jones Road, Koskela Road, Hwy 25, West and East Hayes Roads. Spirit Lake Road, Campground Road, Unity Addition H.S., Parkville, Raintree. Leaves H.S. 8:00 a.m. K-6 South Grove, Greenwood & Garden, Garden & Park, Unity Drive (Pohia's Day Care) Park and Greenwood, South Garden, Fairview & Park Mud Lake Road.

- **VIRGINIA OPEN ENROLLMENT  
K-12 Leaves at 6:50 a.m.**

5<sup>th</sup> Ave. S. & 10<sup>th</sup> St. S., 10<sup>th</sup> St. S. & 3<sup>rd</sup> Ave. S., 6<sup>th</sup> St. S. & 3<sup>rd</sup> Ave. S., 4<sup>th</sup> St. S. & 3<sup>rd</sup> Ave. S., Apple Tree, Finland House, Pine Mill Court & Chicagomi Day Care on 12<sup>th</sup> Ave. S. by parking lot, 12<sup>th</sup> St. S. & 14<sup>th</sup> Ave. S, Quad City Day Care, Carnation Ave., Carnation Ave. & Gradenia St., Ann's Acres on Spruce Drive, Stoney Brook, Mud Lake Road, South Grove – Park & Fairview, Park & Greenwood, Park & Merritt, Unity Drive, Garden, Garden & Greenwood. **Leaves H.S. at 8:00 a.m., K-6.** Unity Drive & Bluebell, Carnation & Marigold, Gardenia St. & Daffodil & Daisy, Tamarack Drive, Ann's Acres on Spruce.

- **Eveleth Open Enrollment/Wolf K-12 Leaves at 6:50 a.m.**

West Eveleth – 2<sup>nd</sup> St., 5<sup>th</sup> St. & Country Side Apartments. Eveleth – Adams & Fayal, Adams and Jackson, Adams & Garfield, Adams & Cleveland. Grant by Mary's Morsels – Iron Bowl (if any students) Voss Road, Retriever Road, Haenke Road, Maxwell Road, Admiral Road, Elbow Lake Road, Butler Road, County Road 102, through South Grove on 102. **Leaves H.S. 8:10 a.m. K-6 Door 2.** All K-6 students from Mt. Iron Downtown to Merritt.

Leaves bus garage approximately 6:40 a.m. Hours to be determined.

**Please call the MIB Bus Garage at 218-735-8658 with any transportation questions.**

## SCHOOL HEALTH SERVICES

A health office is located in the MIB High School. Parents/Guardians should contact the office secretaries at 735-8271, ext. 1005 or school nurse at ext. 1012 for any special health problems. It is essential that the school nurse and staff know how to meet your child's health needs at school to promote optimal learning.

### **Health Hints:**

Parents/guardians are asked to keep the student home when ill or injured. If the illness seems serious, consult the student's physician/health care provider. If you suspect that the student may be ill or becoming ill and you do send them to school, inform the school nurse or secretary by note or phone. The student should stay home if he/she:

- Has a fever of 100 degrees or more. Student should remain at home for at least 24 hours after temperature returns to normal.
- Has vomited or had diarrhea or is extremely nauseated with stomach pains. Students should remain at home for at least 24 hours after the last episode of vomiting or diarrhea.
- Has a persistent cough that is not controlled by medication.
- Shows signs of cold, sore throat, earache, influenza. Seek medical attention if seems appropriate.
- Has started an antibiotic. Student should remain at home for the first 24 hours after medication has started and be observed for any reaction to the medication and allow medication to work.
- Has a rash that may be disease related or you do not know the cause, check with the student's physician/health care provider before sending student to school.
- Has a Communicable Disease. Return to school when student is no longer contagious. Consult school nurse if you are uncertain when student should return.

### **Emergency and Student Health Status Information:**

Health Service keeps current student emergency and health status information on file for each student. An update is required each school year. Forms must be completed, signed, and dated by the parent/guardian. You are requested to notify the Health Service of any changes during the school year. Please provide the school with at least 2 persons (friends, relatives, neighbors) who will care for your child in case you cannot be reached. Failure to return the forms will be referred to Administration for follow-up. Report lengthy absences, hospitalizations, surgery, fractures, severe injuries, stitches, sprains, sports injuries, immunizations, communicable diseases, chronic health conditions, illnesses/health conditions requiring medication at home and/or school. If your child has a chronic health condition or a health problem occurs, contact the school nurse to develop a plan of care for your child.

- You may refuse to supply the requested personal information but obviously, we will be limited in our search for help if you do not provide us with information.
- Please note that if we are unable to reach you or your designee in a crisis we might call 911 or the Sheriff's Department to help with your child.
- The information you provide may be shared with other staff in the school system whose job requires access and with staff and other agencies as provided by law.

### **Student Injuries:**

Injuries in school, on school grounds, on the bus, or occurring at a school event must be reported to the principal and health service immediately. If an injury occurs beyond the school day, report on the first day that school resumes. If the injury occurs during school hours, the student's health status will be assessed as to the degree of injury and treatment needed. Basic first aid will be administered by health services or designated first aid trained school personnel. Every effort will be made to contact the parent(s) as soon as possible. In an emergency situation where immediate treatment is required, the school will act in the best interest of the child. The school will be guided by the information listed on the student's emergency form.

\*The Essentia Health-Virginia is the designated hospital emergency room for the Mountain Iron Emergency Medical Services area. Transport to any other hospital or clinic outside this EMS area will need to be arranged between the parent and/or physician and the ambulance staff. A Mountain Iron First Responder may also respond to a 911 call and care for your child until the ambulance arrives.

If parents/guardians do not approve of the above plan, they are to contact the school nurse to schedule a meeting with the school nurse and designated staff to arrange for an alternate plan. The alternate plan will be in writing and attached to the student's emergency health information sheet and a copy given to the appropriate staff.

**Student Illness:**

Students who become ill during the school day should report to the high school office. The student will be sent to the health office for care if the school nurse staff is available. In her absence the secretary or principal will assist. If the student's symptoms do not allow him/her to function in the classroom, the parent/guardian will be called and asked to transport their child home and/or seek medical care. When the health service is unable to reach anyone, the student will remain in the health office or the classroom for the remainder of the day or until a responsible adult can be reached. Students may be sent home at the end of the school day on the bus if no one can be reached. If you suspect that the student may be ill or becoming ill and you do send the child to school, call the school nurse or secretary before the start of the school day.

**Extended Absences:**

If a health condition arises that will not allow a student to attend school for more than 10 school days or the student can only attend a partial school day, notify the school nurse and the principal. Arrangements can be made to provide your child with homebound tutoring or a modified educational day. A written medical request by a licensed physician and the principal's approval is needed to provide this service.

**Communicable Disease:**

When in doubt about a communicable disease keep the student home and have it diagnosed by their physician/health care provider. Contact the school nurse with the reason for the absence and before sending the student back to school. The school nurse is available to answer questions about identification of communicable diseases and treatment prescribed by the physician/health care provider. Students returning to school should bring a note from the parent/physician or health care provider giving their recommendation that it is safe for the student to return to school. Refer to the Minnesota Department of Health website ([www.health.state.mn.us](http://www.health.state.mn.us)) or the Mt. Iron-Buhl website ([www.mib.k12.mn.us](http://www.mib.k12.mn.us)) for a list of communicable diseases.

**Immunizations:**

Health services will annually review the immunization status of all students and make appropriate recommendations for boosters or to complete the required immunization series. **ALL REQUIRED IMMUNIZATIONS MUST BE COMPLETED AND THE SIGNED IMMUNIZATION FORMS RETURNED TO THE SCHOOL NURSE OR HIGH SCHOOL OFFICE BEFORE THE FIRST DAY OF SCHOOL OR YOUR CHILD WILL NOT BE ALLOWED TO ATTEND CLASS. *Exclusion will be an unexcused absence.*** Refer to the Minnesota Department of Health website ([www.health.state.mn.us](http://www.health.state.mn.us)) for a list of immunizations.

Students having a medical reason not to be vaccinated are to obtain a physician's signature with the reason for the exemption on the immunization form. Parents/guardians who are conscientiously opposed to the immunizations may receive a legal exemption and complete the information on the back of the immunization form. Contact your child's physician/health care provider or the St. Louis county Health Department to have your child receive the required immunizations.

**General Statement of Medication Administration Policy:**

The administration of prescribed and over-the-counter medication to students is provided where the students health may be jeopardized without it and in order to maintain and promote the health of the student so that learning is enhanced.

It is preferred that medications be given outside of school hours if possible. If not, trained school staff under the supervision of the school nurse will assist students and parents with this responsibility.

All medication including short and long-term medication, whether a prescription or non-prescription requires a parent/guardian written consent prior to administration according to the school policy on Medication Administration. If the medication is a prescription, a provider/physician written consent is also needed. The school nurse will fax Dr. for this permission to administer at school. This permission must be completed annually.

Students with inhalers, Epi-pens and/or over-the-counter medications, used by student at school, must have written parent permission to self-administer at the 7th to 12th grade level only. Elementary students must keep all medication, including cough drops, in nurse's office for safety reasons. The school nurse has authority to request student demonstrate ability to self-administer medications.

Medication must be in the original container, which includes product instructions, or prescription bottle/ container labeled by the pharmacy or health care provider. Request a second prescription for school from pharmacy.

Parent/Guardian is requested to bring controlled substances to school and give directly to Health Office or to the secretary.



Do not send prescription to school with the student.

Medication, including prescription and over-the-counter medication, which is administered or distributed by a student at a school location, rather than by the school nurse or other authorized school personnel, to other students is a violation of the school districts drug policy.

#### **BOMB THREAT POLICY**

The school district has adopted a bomb threat policy. Copies of said policy may be obtained at the High School Office and is posted on the school's website under School Board Policies.

#### **HAZING POLICY**

The school district has adopted a hazing policy. Copies of said policy may be obtained at the High School Office and is posted on the school's website under School Board Policies.

#### **HONOR ONE/HONOR SEVEN**

Juniors and seniors who are on track for graduation and have a GPA of 2.7 or above, may elect to take an "Honor One" or an "Honor Seven" for their junior and senior years. This choice permits a junior and/or senior to arrive at school one class period later or leave school one class period earlier. Students electing to take an "Honor One" or "Honor Seven" option must be able to provide their own transportation to and from school. Students electing this option may not be on school grounds during "Honor One" or "Honor Seven".

#### **POST SECONDARY ENROLLMENT OPTIONS POLICY**

1. The Post Secondary Enrollment Options (PSEO) allows 11<sup>th</sup> and 12<sup>th</sup> graders who are enrolled in public school and who meet the admissions requirements for the post secondary institution of their choice, to receive high school credit for attending, full or part-time, a technical college, a community college, a residential liberal arts college or university, any of the Minnesota State Universities, or non profit, degree granting schools. The purpose of this policy is to refine the roles and responsibilities of the students and district's administration and to articulate the district's expectations with regard to successfully completing the district's course outcomes required for graduation.
2. This policy is intended to apply to all 11<sup>th</sup> and 12<sup>th</sup> grade Post Secondary Enrollment Options students who take all or part of their high school courses at an approved post secondary institution.
3. Post Secondary Enrollment Options students, intending to earn diplomas from the Mountain Iron-Buhl High School, must successfully complete all course outcomes required for graduation.
  - a. Post Secondary Enrollment Option students are encouraged to meet with the school administration before applying to a post secondary institution: 1) to confirm their high school enrollment status; 2) to ensure that the intended institution is a qualified PSEO institution as listed in Section 1 above; and 3) to ensure that courses taken meet or exceed the high school course outcomes required for graduation.

Students must fill out the application form, Notice of Student Registration, which can be obtained from the post secondary institution. One application must be filled out for each semester. Both the student and the parent/guardian must sign the statement indicating that all information on the program has been received and that the student is aware of his/her responsibilities.

#### **EVACUATION POLICY**

A copy of the Mountain Iron-Buhl High School Evacuation Policy is available in the high school office.

#### **REVIEW OF INSTRUCTIONAL MATERIAL**

Any parent, guardian, or student in ISD 712 may express concerns about the content of instructional materials in the district's educational program. Whenever a concern is expressed, the district will respond. Policy concerns should be reported to the Superintendent. Said process is to provide parents, guardians, and students the opportunity to review instructional materials, address concerns and propose alternative instruction for the individual student. The intent is NOT to interfere with the rights of others to receive the instruction in question, nor does it relieve the student from meeting state and district level essential learner outcomes.

#### **LOST OR DESTRUCTION OF PROPERTY**

Any student, who steals, destroys or defaces school district property, or the property of another individual located at the school site, will receive prompt and decisive disciplinary action, which may include, but is not limited to, restitution, detention, suspension, or expulsion. If circumstances warrant, the student may be referred to the local law enforcement agency. The student and his or her parent/guardian will be held responsible for restitution to the full extent of the laws for any damage to private or school district property.

## **ALTERNATIVE EDUCATIONAL SERVICES**

In the event that a student is suspended in excess of five days, is suspended pending expulsion proceeding, or is proposed for exclusion, attempts will be made by the school district to provide the student with 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 selected to allow the student to progress toward meeting graduation standards.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against students with a disability in any program receiving federal financial assistance. It is the policy of ISD #712 not to discriminate on the basis of disability in admissions or access to or treatment of employment in its programs and activities. The person responsible for assuring that the District and buildings comply with Section 504 is the Superintendent, John Klarich, P.O. Box 537, Mt. Iron, MN 55768, 735-8271 ext. 1001. Alternate contact is: High School Principal, Angie Williams, P.O. Box 537, Mt. Iron, MN 55768, 735-8271 ext. 1006.

## **TITLE IX**

The person responsible for assuring that the District complies with Title IX is the Superintendent, John Klarich, P.O. Box 537, Mt. Iron, MN 55768, 735-8271 ext. 1001. Alternate contact is: High School Principal, Angie Williams, P.O. Box 537, Mt. Iron, MN 55768, 735-8271 ext. 1006.

## **TOBACCO-FREE ENVIRONMENT**

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

### **General statement of policy:**

1. No person may use a tobacco product within school buildings, school vehicles, or on the athletic fields.
2. It shall be a violation of this policy for any elementary school, middle school, or secondary school student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus school district-sponsored events.
3. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

### **Tobacco and tobacco related devices defined:**

1. "Tobacco" means cigarettes, cigars, cheroots, stogies, granulated plus cut, crimp cut, ready rubbed, and other smoking tobacco, snuff, snuff flour, Cavendish, plus and twist tobacco, fine cut and other chewing tobacco, shorts, refuse scraps, clippings, cuttings, and sweepings of tobacco, and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
2. "Tobacco-related devices" means cigarette papers or pipe for smoking.
3. "Smoking" includes carrying a lighted cigar, cigarette, pipe or any other lighted smoking equipment.

### **Exception:**

It shall not be a violation of this policy for a Native American adult to light tobacco on school district property as a part of a traditional Native American spiritual or cultural ceremony. A Native American is a person who is a member of a Native American tribe as defined under Minnesota Law.

### **Enforcement:**

1. All individuals on school premises shall adhere to this policy.
2. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
3. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
4. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
5. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
6. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

### **Dissemination of Policy:**

1. This policy shall appear in the school district's Informational Packet.
2. The school district will develop a method of discussing this policy with students and employees.

### **Legal References:**

Minnesota State Statute 144.413, subd. 4 (definition)  
Minnesota State Statute 144.4165 (tobacco products prohibited in public schools)  
Minnesota State Statute 144.417 (commissioner of health, enforcement, penalties)

Minnesota State Statute 609.685, subd. 1 (a) and (b), (sale of tobacco to children)  
Cross References: MSBA/MASA Model Policy 403 (discipline, suspension, and dismissal of school district employees)  
MSBA/MASA Model Policy 506 (student discipline)  
MSBA Service Manual, Chapter 6. District Education Program (A-11: student suspension, exclusion and expulsion)  
(A-12 student removal from class and adoption of local discipline policies)  
MSBA Service Manual, Chapter 7, school facilities (W-tobacco products prohibited in public schools)

## **INTERNET USE REGULATIONS**

### **Rights and Responsibilities:**

Internet access is a privilege offered each academic year to the staff and students at the Mountain Iron-Buhl Schools. With this learning tool, students and staff must understand and practice proper and ethical use.

This regulation requires that all electronic resources and materials be consistent with district adopted guidelines; supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, and abilities of all students, including those with exceptional needs. Equitable access to technology and telecommunications will enable students to explore libraries, databases, and the Internet.

### **Internet Safety Policy For Mt. Iron-Buhl ISD #712**

#### **Introduction**

It is the policy Mt. Iron-Buhl ISD 712 to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]; and (e) comply with the Protecting Children in the 21<sup>st</sup> Century Act by educating minors about internet safety and appropriate online behavior, including cyber bullying awareness and response and interacting with other individuals on social networking sites and in chat rooms. ISD 712 will annually train students and any new enrolling students using [www.onguardonline.gov](http://www.onguardonline.gov) as a resource to aid compliance.

**Key Term Definitions** (as defined in the Children's Internet Protection Act)

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are: 1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code; 2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or 3. Harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 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. **SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

#### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") are used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Mt. Iron-Buhl ISD 712 filters at least six categories of inappropriate content.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Mt. Iron-Buhl ISD 712 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### **Supervision and Monitoring**

It shall be the responsibility of all members of the Mt. Iron-Buhl ISD 712 staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or designated representatives.

**Adoption:** This Internet Safety Policy was revised and adopted by the Board of Mt. Iron-Buhl 712 at a public meeting, following normal public notice, on April 23, 2007, and on March 12, 2012.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. General school rules for behavior and communications as outlined in the School Discipline Policy shall apply to all students. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

**Ethical Use Expectations:**

1. Use of ISD #712 Internet access is limited to educational purposes such as research, professional development, instruction and collaborative educational projects.
2. Users will protect individual accounts by keeping passwords secure, not using another person's account and reporting any security problems to school staff.
3. ISD #712 is not responsible for unauthorized financial obligations resulting from staff or student users of the district or Internet accessed accounts.
4. Use of ISD #712 Internet access or accounts for unauthorized commercial use and/or financial gain of the user is prohibited.
5. Users storing information on district diskettes, hard drives, or servers do so at their own risk.
6. Users will respect the legal protection provided by copyright, trademark, licenses, and other laws to programs, data and documents as referenced in the copyright policy of ISD #712.
7. All users will use ISD #712 services and facilities in a manner that does not interfere with or disrupt other network users, services or equipment. Such prohibited interference or disruption includes, but is not limited to:
  - a. wide scale distribution of messages to forums or mailing lists unrelated to current classroom topic;
  - b. propagation of computer viruses or worms;
  - c. use of the network to make unauthorized entry into other computational, information, or communication devices or resources. (this includes unauthorized security probing activities or other attempts to evaluate the security integrity of a network or host system.)
8. Vandalism and harassment will not be tolerated. Vandalism is defined as any intentional attempt to harm, modify, or destroy data of another user, Internet, ISD #712 networks or any other networks that are connected to the ISD #712 network. This includes but is not limited to the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user, or the interference in any way of another user's work. Harassment includes but is not limited to the sending of unsolicited mail.
9. The ISD #712 computer system may not be used for illegal or criminal purposes.
10. Obstructing other users work by consuming excessively large amounts of system resources (disk space, downloading (e.g. music files, CPU time) or by deliberately crashing machines will not be tolerated and is subject to discipline.
11. Users will not attempt to gain unauthorized access to district systems or any other system through the computer system. Users will also not 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.
12. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the access to a school official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this regulation. A user may also in certain rare instances access otherwise unacceptable materials if it is necessary to complete an assignment and only if done with the prior approval of and with appropriate guidance from the appropriate teacher.

**ELECTRONIC MAIL (E-MAIL)**

Unsupervised student Email is not an acceptable use of district resources and will not be utilized. Student email to facilitate approved distance learning projects, virtual tours, newsgroups or other classroom assignments as designated by a teacher is acceptable. This usage is granted only by permission of a staff member and supervised by a teacher. Prior to a student using a district email account, a signed parental permission slip must be on file at the school.

Like other forms of communication, it is expected that Email messages will follow the rules of courtesy outlined in ISD #712 network procedures. Attempts to read another person's Email of other protected fields will be subject to discipline. If a user's Email is stored on the district Email server, messages older than 100 days will be automatically deleted. If a user desires to save a copy of an Email, he/she must print a hard copy or save the message in an authorized hard drive or disk.

**NO EXPECTATION OF PRIVACY**

1. By authorizing use of the ISD 712 system, the district does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files on the district system.
2. Routine maintenance and monitoring of the districts computer system may lead to a discovery that a user has violated a policy of the law.
3. The telecommunication network is owned and operated by ISD 712 for the expressed use of staff and students in education related activities. The district retains the right to monitor activity of users consistent with the law.
4. Data maintained on the ISD 712 system may be subject to review, disclosure or discovery under Minnesota Statue, Chapter 13 (Minnesota Government Data Practices Act).
5. Parents have the right to request to review the contents of their child's files and Email files. Parents have the right to request the termination of their child's individual account at any time.

## **WEB PUBLISHING**

1. Students should not be easily identifiable from materials they might publish on the Internet. Only the student's first name will be used in publishing student work.
2. Pictures that are a part of student publishing should not include identifying information and under no circumstances will the student's home address or telephone number be included.
3. If replies to published student work are appropriate, the sponsoring staff member's Email address will be displayed.
4. If student-identifying information is required, a parent signed release form will be kept on file for 2 years.
5. All students' web pages will be posted under the district home page for that student's school.
6. The sponsoring staff member will review all student web pages prior to authorizing publication, to assure compliance with this regulation.

## **SOCIAL NETWORKING**

The school district has adopted separate social networking policies for students and staff members, which regulate social networking activities. Copies of said policies may be obtained at the High School Office and are posted on the school's website under School Board Policies.

## **LIMITATION OF SCHOOL DISTRICT LIABILITY**

Use of the ISD 712 computer system is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the district's diskettes, tapes, hard drives, or servers. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the district's system. The district will not be responsible for financial obligations arising through unauthorized use of the district's system or Internet. The school district reserves the right to bring criminal charges and/or a civil lawsuit against a school employee or student that violates the law or this policy for any damages suffered by the school district. If a school employee or student intentionally contracts a virus or otherwise damages the school's computer system, the employee will be held responsible for the damages caused by such use, or the costs to repair such. Internet content may be used against school employees or students in any disciplinary proceedings.

The district does not promise that any particular level or method of access will be given or continued and retains authority to qualify, limit or terminate any or all Internet and computer use. The district network is a private network used as an educational tool by ISD 712 employees and students. The network is monitored electronically.

References: MSBA/MASA Model Policy 524  
Internet Safety Policies and CIPA written by Erate Central  
Rochester School District Internet Use Policy  
Mountain Iron-Buhl Public Schools Acceptable Use Policy 1998  
Bloomington School District Internet Use Policy

Approved: April 23, 2007, ISD #712 School Board  
Approved: March 12, 2012, ISD #712 School Board

**Mountain Iron-Buhl High School**  
**Indoor Air Quality Notice**

Mountain Iron-Buhl High School 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 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/guardians can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situations 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 Mountain Iron-Buhl High School Indoor Air Quality contact person is Mr. John Klarich, Superintendent. If there are any questions regarding the school's IAQ Program, please feel free to call him at 218-735-8271.

**Asbestos Hazard Emergency Response Act 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 new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Mountain Iron-Buhl Public Schools 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, Mountain Iron-Buhl Public School 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 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, Mountain Iron-Buhl Public Schools has completed its 3-year re-inspection required by AHERA.

Federal law requires periodic walk-through (called "surveillance") every six months of each area containing asbestos. Also, the law requires for all buildings to be re-inspected 3 years after a management plan is in effect. This will be accomplished under contract by Northeast Service Cooperative/IEA.

Short-term workers (outside contractors, 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 lead maintenance person before commencing work to be given this information.

Mountain Iron-Buhl Public Schools has a list of the locations, types of asbestos-containing materials found in the 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 district office. Copies are available at 25 cents per page.

Questions related to the plan should be directed to Northeast Service Cooperative/IEA- (218) 748-7600.

**ENVIRONMENTAL MONITORING**

Dear Parent/Guardian;

A Minnesota state law went into effect in the year 2000 that requires school to inform parents and guardians 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 parents/guardians for review or copying at each school office. Although not required by law, schools may choose to include a copy of the estimated schedule of pesticide applications with this general notice.

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 you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please complete this notice. Please contact Angie Williams at 218-735-8271 ext. 1006.

Sincerely,

Angie Williams, Principal  
Mountain Iron-Buhl High School

.....  
Request for Pesticide Notification  
Mountain Iron-Buhl High School

I understand that the school will make available an estimated schedule of pesticide applications for review and copying at the school office. Should a pesticide application be scheduled on a day different from the day(s) specified in the original schedule, I would like to be notified. I understand that the school may ask me for reimbursement for the costs of notification.

Please Print:

Name of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
Day Phone \_\_\_\_\_  
Evening Phone \_\_\_\_\_  
Email address \_\_\_\_\_

Return this form to: Angie Williams, Principal  
Mountain Iron-Buhl High School  
Mail: P.O. Box 537  
Physical: 5720 Marble Avenue  
Mountain Iron, MN 55768

**Mt. Iron-Buhl Public Schools**  
**BULLYING PROHIBITION POLICY**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

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

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

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

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

**III. DEFINITIONS**

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



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

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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

## **V. SCHOOL DISTRICT ACTION**

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

## **VI. RETALIATION OR REPRISAL**

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

## VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.
- The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.
- The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:
1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data.

## VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the informational packet.
- 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 distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

**IX. POLICY REVIEW**

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

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

- Cross References:**
- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
  - MSBA/MASA Model Policy 413 (Harassment and Violence)
  - MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
  - MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
  - MSBA/MASA Model Policy 423 (Employee-Student Relationships)
  - MSBA/MASA Model Policy 501 (School Weapons Policy)
  - MSBA/MASA Model Policy 506 (Student Discipline)
  - MSBA/MASA Model Policy 507 (Corporal Punishment)
  - MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
  - MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
  - MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
  - MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
  - MSBA/MASA Model Policy 525 (Violence Prevention)
  - MSBA/MASA Model Policy 526 (Hazing Prohibition)
  - MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
  - MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
  - MSBA/MASA Model Policy 711 (Video Recording on School Buses)
  - MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Board Adopted August 11, 2014

## **AFFIRMATIVE ACTION – SEXUAL HARASSMENT POLICY**

It is the policy of ISD #712 not to discriminate on the basis of sex, race, color, religion, age, disabilities, or national origin in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Furthermore, ISD #712 believes that all individuals should be treated with respect and dignity. The District will investigate all complaints, formal or informal, verbal or written, or sexual harassment. Sexual harassment violates Section 703 of Title VI of the Civil Rights Act of 1964, 363.01-14, Minnesota Human Rights Act. Inquiries should be directed to the Superintendent, P.O. Box 537, Mountain Iron, MN 55768. 218-735-8271.

### 413 HARASSMENT AND VIOLENCE

#### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

#### II. GENERAL STATEMENTS OF POLICY

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

#### III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

##### A. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition

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

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching on 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:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

- C. Upon receipt of a report, the principal 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 harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent by the reporting party or complainant.
- D. In the District. The school board hereby designates the superintendent as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the school board chairman.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### V. INVESTIGATION

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

#### VI. SCHOOL DISTRICT ACTION

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

#### VII. REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

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

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

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)

Board Adopted May 29, 2007



INDEPENDENT SCHOOL DISTRICT NO. 712  
INCIDENT REPORT FORM

General Statement of Policy Prohibiting Religious, Racial, Sexual Harassment or Bullying

Independent School District No. 712 maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial, sexual harassment, or bullying by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Complainant \_\_\_\_\_  
Home Address \_\_\_\_\_  
Work Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Circle as appropriate: **sexual** \ **racial** \ **religious** \ **bullying**

Name of person you believe harassed or was violent toward you or another person. \_\_\_\_\_

If the alleged incident was toward another person, identify that person. \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) \_\_\_\_\_

Where and when did the incident(s) occur? \_\_\_\_\_

List any witnesses that were present \_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature) (Date)

Received by \_\_\_\_\_  
(Date)

**102 EQUAL EDUCATIONAL OPPORTUNITY**

**I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the school district’s policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official. Any inquiry or complaint should be referred to the superintendent.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)  
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Board Adopted May 29, 2007

## 521 STUDENT DISABILITY NONDISCRIMINATION

### I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

### II. GENERAL STATEMENT OF POLICY

- A. Disabled students are protected from discrimination on the basis of a disability.
- B. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who;
  - 1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
  - 2. has a record of such impairment; or
  - 3. is regarded as having such impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### III. COORDINATOR

Persons who have questions, comments, or complaints should contact the building administrator regarding grievances or hearing requests regarding disability issues. This person is the school district's ADA/504 Coordinator. Contact information for the lead ADA/504 coordinator is:

Executive Director of the Northland Learning Center:  
1201 13<sup>th</sup> Avenue South  
PO Box 1286  
Virginia, MN 55792  
Tel. (218) 741-9201 or 1-800-450-4772  
Fax (218) 741-5384

**Legal References:** 29 U.S.C. § 794 *et. seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. Part 104 (Implementing Regulations)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

Board Adopted February 23, 2009

## STUDENT SEX NONDISCRIMINATION

### I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

### II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates the Superintendent as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

### III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex 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 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 discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex 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

discrimination toward a student as provided herein may 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 the Superintendent as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the Chairman of the School Board.
- E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex 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.

#### **IV. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex 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 surround 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 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 upon completion of the investigation. 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. However, if the complaint involves the Superintendent, the complaint may be filed directly with the Chairman of the School Board. The school board shall authorize a proper investigation into the matter.

**V. 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.

**VI. 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 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 discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**VII. 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, or contacting the Office of Civil Rights for the United States Department of Education.

MN Department of Human Rights	Office for Civil Rights, Chicago Office (Region V)
109 East 5 <sup>th</sup> Street	U. S. Department of Education
St. Paul, MN 5102	500 West Madison Street Suite 1475
1-800-657-3704	Chicago, Illinois 60661
(651) 296-5663	(312) 730-1560
TDD: (651) 296-1283	FAX: (312) 730-1576
	TDD: (312) 730-1609
	Email: <a href="mailto:OCR.Chicago@ed.gov">OCR.Chicago@ed.gov</a>
	Phone: US Central office, Washington, DC:
	1-800-421-3481

**VIII. DISSEMINATION OF POLICY AND EVALUATION**

- A. This policy shall be made available to all students, parents/guardians of 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. § 121A.04 (Athletic Programs; Sex Discrimination)  
Minn. Stat. § Ch. 363A (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/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 712  
UNLAWFUL SEX DISCRIMINATION TOWARD A STUDENT

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student

Independent School District No. 712 maintains a firm policy prohibiting all forms of unlawful sex discrimination. All students are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of person you believe unlawfully discriminated toward you or a student on the basis of sex:  
\_\_\_\_\_

If the alleged unlawful sex discrimination was toward another person, identify that person: \_\_\_\_\_  
\_\_\_\_\_

Describe the facts supporting your belief that you have been a victim of sex discrimination. Attach additional pages if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur: \_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has unlawfully discriminated against me or a student on the basis of sex. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature) (Date)

Received by: \_\_\_\_\_

**Mountain Iron-Buhl High School**  
**Procedures and regulations pertaining to**  
**Work Permits during school hours**

1. Only juniors and seniors are eligible to apply for work permits during regular school hours.
2. Students who wish to be granted school time to be employed must first have a WORK PERMIT application properly completed by both the proposed employer and the parent/guardian. The principal must then approve this form.
3. If the student changes jobs during the school year even though the working hours are the same, a new application must be filed with the principal's office.
4. If, in the opinion of the school, the student's academic work is suffering because of employment, the work permit may be revoked. **WORK PERMITS WILL BE REVOKED IMMEDIATELY IF A STUDENT FAILS A CLASS.**
5. **STUDENTS, WHO RECEIVE A BEHAVIORAL REFERRAL, HAVE MORE THAN THREE UNEXCUSED ABSENCES OR SIX TARDIES WILL HAVE THEIR WORK PERMIT IN DANGER OF REVOCATION. THE FINAL DECISION WILL BE MADE BY THE HIGH SCHOOL PRINCIPAL.**
6. Employers will be called periodically to verify student employment.



**MOUNTAIN IRON – BUHL HIGH SCHOOL**

**WORK PERMIT APPLICATION**

**This permit is issued to those students who find it necessary to take a part-time job during school hours. It is understood that the school reserves the right to revoke this privilege at any time.**

**I, the undersigned, as manager of \_\_\_\_\_  
Name of business  
request that \_\_\_\_\_ be allowed  
Name of student  
to work in my place of business during the hours \_\_\_\_\_  
on the following days of the week \_\_\_\_\_.**

**I understand that I am responsible for this student during the time he/she is employed at my place of business. I further agree to notify the Mountain Iron-Buhl High School principal's office if this student leaves this job for any reason.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employer's Signature**

\_\_\_\_\_  
**Business Phone No.**

**I, \_\_\_\_\_, parents of \_\_\_\_\_  
Give my permission for (him/her) to work the hours and days as indicated above. I agree that, if for any reason the student leaves the job, he/she will return to school.**

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Principal's Signature**

