



STUDENT/PARENT HANDBOOK 2017-2018

3490 Lexington Avenue
Shoreview, MN 55126
651-621-7900

www.moundsvIEWSchools.org/reach

Pledge of Allegiance

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Minnesota Statute 121A.11 mandates the following provision be included in our handbook: "Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice."

WELCOME TO REACH!

We, the entire staff at Reach, are excited to have you attending school here this year. We look forward to working with you and want to help you have an enjoyable and successful year.

Attendance at school is extremely important. Regular attendance plays a large role in student success, along with good organizational habits and keeping current with homework.

On behalf of the entire Reach staff, have a great year!

Clint Whisler, Program Coordinator

RESPONSIBILITY
EFFORT
ACHIEVEMENT
CHARACTER
HOPE

Our Vision

Empowering Student Success

Our Mission

REACH Academy will provide a positive learning environment which stimulates students to develop healthy relationships and implement goals to achieve their personal best academically and socially.

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SCHOOL CLOSINGS OR LATE STARTS

Announcements regarding school closings or late starts due to inclement weather or hazardous conditions will be delivered via a Mounds View Messaging phone message, accompanied by an e-mail and text message. Most announcements will come within 30 minutes of a determination to close schools. Information will also be posted at www.moundsvIEWSchools.org and updated on a recording at 651-621-7669 (SNOW). Families may also access local television and radio outlets, however no guarantee is made that media will share our information or deliver it in a timely manner. Families are encouraged to keep their contact information up-to-date with their children’s schools to ensure receipt of voice mail and e-mail messages. Families should always assume that schools are open unless they hear differently.

AUTOMATED PHONE MESSAGES

On occasion, Mounds View Public Schools will send voice mail messages to families. These notifications may include news about school closings, helpful reminders or announcements,

and notices regarding student absences and lunch account balances. Within the exception of emergency calls, all messages are sent to the family's primary phone number on record with the school. Emergency calls will often be sent to all of the family's home, work and cell phone numbers provided to the school. Parents who wish to opt out can do so by sending an email message to webmaster@moundsvIEWSchools.org with the phone number(s) they wish to be blocked.

TENNESSEN WARNING TO STUDENTS AND PARENTS

Students and parents are advised that:

1. Students attending school in the school district will be asked to supply information to school personnel. Examples of such information requests include homework assignments, test questions, and questions during the course of classroom activities.
2. The information will be collected by the school district in order to evaluate the student's current level of performance with respect to his or her education program, to maintain discipline within the school, and to determine the student's needs and preferences relating to his or her education program.
3. Students are not required by law or regulation to supply data. However, the school district expects and requires that students will participate fully in their educational program by completing homework assignments and tests. Moreover, the student's refusal to supply data may prevent the school district from assessing the student's needs and incorporating the student's preferences in the student's educational program. Refusal to supply information used to evaluate a student, including homework assignments and tests, will result in a failing grade being given for the assignment. Continued failure to supply information will result in a failing grade for a particular course, and a failing grade for the year. Refusal to supply information to a school district employee investigating an alleged rule violation may result in action being taken without benefit of information the student could have provided.
4. Data collected will be provided to school personnel having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

POLICY INFORMATION

The following policies and accompanying regulations are referenced in this handbook. To view these policies and accompanying regulations or other policies and regulations in their entirety log on to: the District's home page at www.moundsvIEWSchools.org and find the School Board's web page. Go to www.moundsvIEWSchools.org/sb_policies.asp to see the policies page. They are under the title of Policy-Ends and Goals or Regulations-Ends and Goals.

EQUAL OPPORTUNITY (Policy and Regulations EG-3111)

Mounds View Public Schools will provide equal opportunity for all students and staff and will not discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, economic status or public assistance, disability, sexual orientation, age, or other protected class status in compliance with State and Federal law.

STUDENTS WITH DISABILITIES

Mounds View Public Schools is committed to providing all students with an opportunity to be successful. This commitment is consistent with Minnesota Rule 125A.55 Accommodating Students with Disabilities Act which states that: "A school or school district shall provide a student, "who is an individual with a disability," under Section 504 of the Rehabilitation Act of 1973, United States Code, Title 29, Section 794, or under the Americans with Disabilities Act, Public Law Number 101-336, with reasonable accommodations or modifications in programs." Contact Bev Zelinski Director of Student Services 651-621-6038.

TRANSPORTATION (Policy and Regulations EG-0103)

Mounds View Public Schools complies with all applicable Minnesota Law relative to the transportation of students. Riding the bus is a privilege for those students who choose to do so either by residing more than two miles from school or by paying a fee for transportation. All K-12 students will be provided with school bus safety training. It is expected that students will conduct themselves in a respectful manner and not compromise the safety of others on the bus. Behavior problems on the bus will result in consequences ranging from a warning to loss of riding privileges.

STUDENT ACHIEVEMENT/CURRICULUM AND INSTRUCTION (Policy and Regulations EG-1100 to 1104 and EG-2101)

Mounds View Public Schools will seek to fulfill the Mission Statement, and strive to fully develop the learning potential for all learners and will be accountable for the measurement, assessment and achievement of student learning. Instruction will be based on sound pedagogy, approved Learner Outcomes and will be modified by evaluation of student achievement. Curriculum and instruction must: Actively engage students in learning; Deliver essential Learner Outcomes; Challenge students to meet high standards of achievement; Assure that all students possess core knowledge.

HEALTH AND SAFETY

(Policy and Regulations EG-3102, 3103 and 3106)

Mounds View Public Schools will provide and promote an environment that is healthy and safe for staff, students and the public. The physical environment and facilities will be established and maintained in accordance with widely accepted standards and practices for use of facilities, and all applicable State and Federal Laws. All individuals, students, staff, parents and the public who are in district facilities are expected to conduct themselves in a manner that is not disruptive or hazardous to the health and safety of self and others, and must not break any laws. Conduct which violates the expectations above will be regulated by the District and could result in loss of privilege to access a facility or school site. A comprehensive School Safety and Crisis Response Plan will be maintained by the School District and individual school facilities.

School personnel are mandatory reporters under the Maltreatment of Minors Act, Minnesota Statutes 626.556 et al. We are required to report to child welfare authorities if we know, or have reason to believe a child is being physically or sexual abused or neglected.

Students who are on medications or are suffering from communicable disease or illness will be treated according to applicable State and Federal law.

STUDENT CONDUCT

(Policy and Regulation EG-3101)

Student conduct must not be disruptive, hazardous to the health and/or safety of self or others, or break any laws.

SAFETY AND CRISIS RESPONSE

(Policy and Regulation EG-3103)

Mounds View Public Schools will develop and maintain a comprehensive School Safety and Crisis Response Plan and system for school-sponsored activities as defined:

School-Sponsored Activity:

School-sponsored activities include all activities scheduled and supported by the Mounds View Public Schools. Examples include regular classes, interscholastic athletic and fine arts events, intramural programs, classes sponsored by Community Education.

Non-School-Sponsored Activities:

Park and Recreation, community groups, non-residents, commercial enterprises, PTO and PTA groups whose programs schedule and utilize Mounds View Public Schools' facilities through Community Education are not school-sponsored activities.

The Plan and system will identify and:

- a. Define actions to be taken by staff and school administration to minimize potential risk of harm to persons utilizing individual buildings for school-sponsored activities.
- b. Assure communication between school administration and local law enforcement regarding preventive safety strategies and crisis response plans.
- c. Assure easy identification of authorized presence of individuals in schools.
- d. Provide for periodic updating procedures relative to school safety.

STUDENT RIGHTS AND RESPONSIBILITIES (Policy and Regulation EG-3109)

Mounds View Public Schools will maintain a respectful and safe learning environment that appropriately balances student rights with expectations for student behavior. Procedures will be consistent with State and Federal laws defining student behavior expectations as well as potential consequences.

HARASSMENT, INTIMIDATION, VIOLENCE AND OTHER FORMS OF PERSONAL ATTACK (Policy and Regulation EG-3104)

Mounds View Public Schools will maintain a learning and working environment that is free from hazing, intimidation or violence of any type, including without limitation, religious, racial or sexual harassment, intimidation or violence. Procedures will be developed consistent with Minnesota Statutes 121A.03, 121A.0695 and 363.01 to 363.15 to ensure this environment.

Consequences for disruptive, harassing, intimidating or hazardous behavior range from a warning to expulsion/exclusion from school.

The foregoing prohibitions and definitions of harassment, intimidation, violence, hazing and other forms of personal attack apply to any format. This includes but is not limited to, physical contact, art work, unauthorized use of photographs, use of words, text messages or other written materials, use of the internet or other electronic communication formats such as social networking pages, etc.

MINNESOTA SAFE SCHOOLS INITIATIVE—BULLYING (Policy and Regulation EG-3107)

Mounds View Public Schools will maintain a learning environment that is free from student to student bullying. Procedures will be developed pursuant to Minnesota Statutes 121.31. It will be a violation of EG-3107 for any student to engage in bullying or cyber bullying of another student at school or outside of school if that bullying causes a substantial disruption in the normal activities of the school day. Individual schools are charged with educational initiatives which support positive and respectful student conduct that is consistent with this policy and regulation.

PROTECTION AND PRIVACY OF STUDENT RECORDS (Policy and Regulation EG-3110)

Mounds View Public Schools will abide by all applicable State and Federal law regarding data privacy of student and employee records. Procedures will be consistent with State and Federal law to ensure the privacy of these records. An annual notice will be provided to all parents and guardians with regard to this policy and accompanying procedures.

CRIMINAL BACKGROUND CHECKS

The Mounds View Public Schools performs criminal background checks on all employees including coaches and advisors and volunteer coaches and advisors. Mounds View Public Schools may deny employment or volunteer opportunities if anything should appear on the background check or if an applicant fails to disclose the existence of a criminal record where one is present.

USE OF TECHNOLOGY – STUDENTS (Policy and Regulation EG 2104)

The use of technology by students will be in compliance with Mounds View Public Schools regulations and applicable State and Federal laws.

The use of personally owned and school owned electronic devices on school grounds or at school supervised events, while encouraged, is a privilege, not a right. The use of these devices will be governed by the restrictions and acceptable use paragraphs of this policy and all other District policies and regulations and all applicable laws. The Superintendent or his/her designee shall be responsible for the establishment of regulations and procedures to carry out this policy. The District may revoke the privilege to use this equipment for students who violate these policies and regulations or any applicable laws. In addition, the District may take disciplinary or

legal action against students who violate these Policies and Regulations or any applicable laws.

Students are to turn in their personal electronics at the door before entering the school

ATTENDANCE

REPORTING AN ABSENCE

1. Parent/Guardian is to call the Office (651-621-7900) before 9:00 AM each day the student is absent. You may call and leave a message at anytime.
2. If no contact has been made with the Attendance Office prior to student's return to school, the parent/guardian must send a signed note to school with the student's name, grade and date(s) and reason (s) for the absence. The note must be turned in to the Office before school starts. Failure to bring in a note may result in an unexcused absence (refer to Unexcused Absences)

EXCUSED ABSENCES (per District Regulation EG-3109)

Full day excused absences are those excused by both the school and parents:

1. Illness – excused with phone call or note
2. Family Emergency – excused with phone call or note
3. Religious Holiday – excused with phone call or note

Partial day excused absences are those excused by both the school and parents/guardians:

1. Medical, Dental and/or Professional Appointments – every effort should be made to schedule appointments outside the school day. If this is not possible the student should:
 - a. Submit a note to the Office/Teacher.
 - b. Have a note from the Medical personnel returned to office/teacher.
2. Illness or Injury during the school day – Student must check out through the Health Office.
3. Emergency during the school day – Parent must check out through the Office.

PRE-ARRANGED ABSENCES

Students should present a signed note from a parent/guardian to the office. The purpose of this is to allow the student and teacher to make arrangements for completing school work that is missed during the absence. Failure to do this in advance may negatively impact a student's grade in class.

UNEXCUSED ABSENCES

A student is considered unexcused from school when he/she:

1. Has an all day absence that is not approved by the parent/guardian and the school.
2. Leaves school building at any time for any reason without checking out or notifying the Office.
3. Does not report to a class and has not been previously excused by both a parent/guardian and the school.
4. Misses class time due to oversleeping, car trouble, traffic, missed bus, babysitting, or other activities deemed by the administration to be unexcused, regardless of whether they are

approved by the parent/guardian.

Parents will be notified of repeated unexcused absences. School may request a parent conference. Continued unexcused absences will result in a referral to the Ramsey County Truancy Intervention Program (TIP). Unexcused absences are cumulative from Semester I to Semester II.

A large part of what happens in the classroom cannot be replicated and is lost whether the absence is excused or unexcused. It is always in the student's best interest to make up missing work, regardless of the credit he/she will receive, so that he/she will not be missing knowledge and information that they will be held accountable for the duration of the class.

VERIFICATION OF ABSENCES

Office staff may verify called in absences and follow up on other absences. In cases of suspected or actual unexcused or unapproved absences, the parent will be notified. Each day a student is reported absent from school the school may call home.

STUDENT VISITORS

Due to safety and space limitations, Reach students may not bring visitors to school for the school day.

CITIZENSHIP

OVERVIEW

Reach students are responsible for their own actions and behavior. Students are expected to be courteous, respectful, and cooperative. Students are to respect others and the property of others at all times. Student conduct must show respect for the differences in others.

Reach reserves the right to disallow any behaviors or dress that, in our best judgment, are not acceptable.

Students are expected to solve individual differences in a non-violent manner. Physical confrontation of any type will not be tolerated.

Students who violate this code of conduct are subject to school disciplinary action including exclusion and/or expulsion, as well as referral to local authorities for possible criminal prosecution. The Principal may impose or recommend suspension, expulsion, or other discipline as appropriate on a case-by-case basis.

DRESS CODE

This policy establishes an expectation of dress that Reach students are expected to follow. The dress code creates an environment conducive to learning and reflects attire appropriate for an educational setting.

- Student clothing must cover backs, chest, stomach and midribs, all underwear (including under garments worn as outer garments), buttocks and upper thighs. Examples of inappropriate clothing may include, but are not limited to: strapless tops, tank tops, spaghetti straps, pants below the hip line, muscle tops, see-through or transparent clothing, skirts or shorts that expose the upper thigh.
- Student clothing must allow identification of the student (i.e.: no masks, sunglasses, face paint or other disguises).
- Jewelry that presents a safety hazard to self and/or others may not be worn or brought to school. Examples include, but are not limited to: chains, spike rings, spike collars or bracelets.
- Hats, caps, bandanas, and other headwear may not be worn during the school day. Exceptions may be made for religious and medical reasons. Questions may be directed to the Office.
- Clothing or accessories with words, graphics or innuendo, that are obscene, vulgar, abusive or discriminatory, may not be worn or brought to school. Examples include, but are not limited to: ethnic, racist, sexual, or sexist remarks/images, such as swastikas, confederate flags, Playboy bunny or Hooters logos.
- Clothing or accessories that promote or advertise alcohol, chemicals, tobacco, or any product that is illegal for use by minors may not be worn or brought to school. Examples include, but are not limited to: alcohol logos and tobacco logos. "Look alike" logos are also unacceptable.

LOCKER/STORAGE POLICY

Reach students may use a locker/storage space. It is the policy of District #621 that school lockers are the property of the School District. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Inspections of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without search warrant.

The personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. (Also see district regulation EG 3109)

STUDENT BEHAVIOR

The school will not deny due process, or equal protection under the law, to any student involved in a dismissal procedure. Due process will be respected as described in the Minnesota Pupil Fair

Dismissal Act. The student's handicapping condition will also be taken into account. The principal or designee will be responsible for the suspension of students.

1. Threatened physical or verbal assault: Without resolution, may result in a parent/guardian contact or conference and a possible dismissal for the rest of the day and/or suspension for up to 3 days.
2. Fighting: Students who are fighting may be suspended for up to 5 days. A report may be filed with the police. REACH Academy staff and students may be encouraged to file individual charges of a personal assault.
3. Possession of a weapon: Will result in a minimum 5-day suspension (see the description of weapons following these items). Possession refers to having a weapon on one's person or on school property including the bus. A police referral will be made and an IEP meeting will be held to discuss educational alternatives. Students who become aware of the presence of a weapon on school grounds are required to notify a staff member immediately, for the safety of all students and staff members.
4. Direct attack with a weapon: All consequences apply from #3 as well as the exclusion of the student from REACH Academy Programming until the IEP team has met and a safe plan is in place.
5. Direct attack on a staff or student without a weapon: The student will be dismissed for the remainder of the day and/or suspended for up to 5 days. The Police will be notified and an IEP team meeting will be convened to discuss educational programming.
6. Sexual assault / indecent exposure: This will result in an immediate suspension with the outcome dependent upon the offense. Consequences may include a parent/guardian conference, school support services, psychological evaluation and/or police referral.
7. Harassment: Verbal, physical or electronic harassment may result in a dismissal for the rest of the day and/or suspension of up to 5 days depending on the circumstances. parent/guardian conference may be requested for offenses. (policy & regulation EG-3104)
8. Pulling a fire alarm or the activation of a fire extinguisher: The student may be suspended for up to 3 days, and a referral to the police.
9. Property damage, arson, theft, vandalism: The student may be suspended for up to 5 days. The student will be referred to the police or arson squad and will be held responsible for remuneration of damages or as determined by the court system.

***FOR SCHOOL PURPOSES, WEAPONS INCLUDE (but are not limited to) ALL OF THE FOLLOWING ITEMS:**

Firearms, loaded or unloaded, other guns including pellet, BB, stun, look-a likes

including squirt guns, and any non-functioning guns that could be considered a threat to someone. Knives of any blade length, artificial knuckles or anything that is worn over the knuckles or fist that could be capable of causing bodily harm. Blackjacks, clubs, poison, throwing stars, explosives, chemical, fireworks, smoke bombs, throwing darts, some toys, unauthorized tools, and mace.

SUSPENSIONS

Suspensions are used for more serious rule infractions where the behavior or action may threaten the safety of self or others or when a student is non-responsive to staff intervention and redirection. Whenever possible, parents are responsible for providing transportation home if the student is suspended during the school day. **A student who is suspended from school is not to be on school grounds and may not be present at any school related activities.**

DAY ENDING SUSPENSIONS

Day ending suspensions are used when a student is non-compliant with program expectations after a reasonable effort has been made to help the student comply. These day ending suspensions may be followed with the student completing a successful problem solving session, or a re-entry meeting with the student, parent or guardian may be required.

Police Intervention

REACH Academy has a School Resource Officer in the building. The principal or administrative designee and the resource officer will determine the proper response whenever laws are broken or the student's behavior is so out of control that police intervention is necessary. Parents will be notified if the police have been called to intervene.

INSUBORDINATION

"Insubordination" is refusing to comply with a reasonable request or directive of a staff member. Consequences may include a conference with staff member, parent/guardian notification, suspension, or other appropriate disciplinary action.

DISRUPTIONS

In order to maintain an environment conducive to learning, student behavior is expected to not interfere with teaching, learning, or the orderly operation of the classroom or building.

Student behavior that results in a disruption can be subject to school disciplinary action as well as referral to local authorities. Shouting, yelling, and games that are deemed to be disruptive to the educational process are prohibited in the school building.

ELECTRONIC DEVICES

Electronic devices, including but not limited to smartphones, iPads, smartwatches, cellphones and iPods, can create distractions to the learning environment. Students may only access electronic devices, if directed by a staff member or to contribute to learning and instruction. Electronic devices brought to school are the sole responsibility of the student. Bridges cannot

take responsibility for the safety and security of students' electronic equipment. ***Students must turn in electronic devices at the door before entering school.***

Cell Phone Policy @ Reach

Students will not be allowed to have their cell phones with them in the classroom. Students will be required to turn in their cell phones at the door when they arrive for school. The cell phone will be kept in envelopes with the student's name on it and locked in the principal's office. Students will then get their phone back as they leave at the end of the day. This policy is being implemented to enhance student engagement in the classroom, minimize distractions in the classroom/school environment, and protect student privacy.

****Students refusing to turn in their cell phone may be subject progressive discipline.****

Student refuses to turn in phone:

1. Student will stay at the main door until phone is turned in. Student will still be provided breakfast/lunch. Work will also be provided to student during this time.

Student refuses to give up phone, student may be dismissed for the remainder of the day and could be subject to a suspension.

Student sneaks in phone:

Student will be asked to give phone to staff to be put in envelope.

1st Offense: Student will receive back at end of day (warning).

2nd Offense: Student will NOT get phone back at end of day.

3rd Offense: Student will NOT get phone for 3 days.

4th Offense: Student will NOT get phone back for a week.

Student refuses to give up phone, student may be dismissed for the remainder of the day and could be subject to a suspension.

Student can then be subject to search before entering building from then on.

Parent/guardian can come to the building to retrieve phone for student.

Best solution: LEAVE THE PHONE AT HOME!!!

SPRAYS

Many students and staff have medical conditions affected by fragrances or aerosol propellants. Hair spray, perfume, cologne, or other pump or aerosol sprays should not be applied in classrooms or hallways.

LUNCH POLICY

Expected Behavior - Students are to observe the following rules when in the Cafeteria:

1. Enter and leave the Cafeteria by the designated doors only.
2. Tables, chairs and floor should be left in a clean condition.
3. Dispose of trash properly.
4. Be respectful of self and others.
5. Under no circumstances should anything be thrown when in the Cafeteria.
6. Students may not have meals delivered to school.
7. Students are expected to remain in the Cafeteria.

HARASSMENT & VIOLENCE

Harassment is the violation of the reasonable physical or psychological boundaries of another person. The boundaries of people vary, but if the action makes a person feel oppressed, persecuted or intimidated, the conduct can be deemed harassment. Harassment is “in the eye of the beholder.” Harassment is always unwelcome and unwanted. It causes discomfort and impacts behavior, performance and psychological well-being. It can take the form of facial expressions, gestures, body position, posture, physical contact, comments, jokes, innuendos accusations, labeling and exclusion.

Individuals at Mounds View High School have a right to feel comfortable and to be treated with respect. Harassment can interfere with a student’s right to an education. Therefore, harassment will not be tolerated and can lead to teacher detention, suspension, and/or parent/guardian conferences. Harassment can also lead to a court referral. According to Minn. Stat. 609.8748, subd. 1 (a), harassment also includes “repeated, intrusive, or unwanted acts, words, or gestures that are intended to adversely affect the safety, security or privacy of another, regardless of the relationship between the actor and the intended target.”

Mounds View Public Schools has a policy regarding specific forms of harassment. Following is an abridged version of the policy. Go to www.moundsvIEWSchools.org and navigate to the School Board pages on the site to view the entire policy.

MOUNDS VIEW PUBLIC SCHOOLS ENDS AND GOALS REGULATION EG-3104

HARASSMENT, INTIMIDATION, VIOLENCE AND OTHER FORMS OF PERSONAL ATTACK

HARASSMENT, INTIMIDATION, VIOLENCE AND OTHER FORMS OF PERSONAL ATTACK (Policy and Regulation EG-3104)

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Consequences for disruptive, harassing, intimidating or hazardous behavior range from a warning to expulsion/exclusion from school.

The foregoing prohibitions and definitions of harassment, intimidation, violence, hazing and other forms of personal attack apply to any format. This includes but is not limited to, physical contact, artwork, unauthorized use of photographs, use of words, text messages or other written materials, use of the internet or other electronic communication formats such as social networking pages, etc.

MINNESOTA SAFE SCHOOLS INITIATIVE – BULLYING (Policy and Regulation EG-3107)

Mounds View Public Schools will maintain a learning environment that is free from student to student bullying. Procedures will be developed pursuant to Minnesota Statutes 121.31. It will be a violation of EG-3107 for any student to engage in bullying or cyber bullying of another student at school or outside of school if that bullying causes a substantial disruption in the normal activities of the school day. Individual schools are charged with educational initiatives which support positive and respectful student conduct that is consistent with this policy and regulation.

Definitions:

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.

Racial, Religious, and Disability Harassment:

Consists of physical or verbal conduct relating to an individual's race, religion, or disability.

Sexual Violence:

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.

Racial, Religious and Disability Violence:

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race, religion, or disability.

Hazing:

Hazing means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Student Organization means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Incidents of Harassment, Violence, Hazing and Other Forms of Personal Attack

Any person who believes he or she has been the victim of religious, racial, or sexual harassment, violence, or hazing or other form of personal attack 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, violence, or hazing or other form of personal attack toward a pupil, teacher, administrator, or other school personnel should report the alleged acts immediately to an appropriate School District official designated in accompanying Regulation EG-3104. The School District encourages the reporting party or complainant to use Report Form EG-3104 available from all principals or from the School District office, but oral reports will be considered complaints as well. Nothing in this policy will prevent any person from reporting harassment, or violence, or hazing or other forms of personal attack directly to a District Human Rights Officer or to the Superintendent.

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.

Reprisal

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. The School District will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who reports alleged religious, racial, or sexual harassment, violence, hazing or other forms of personal attack 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, violence, hazing or other forms of personal attack. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Complaints Involving Criminal Actions

Any student or employee who believes he or she is the victim of a criminal act should immediately contact local law enforcement officials. If the District Human Rights Officer or the Director of Human Resources believes a criminal act has been committed, he/she should immediately contact local law enforcement officials.

Assistance in Resolving Complaints

The District Human Rights Officer and the Director of Human Resources will be available to provide information and assistance to administrators and supervisors regarding these procedures.

Ref:

TOBACCO & SMOKING

Reach is a tobacco-free school. The use and possession of tobacco is not allowed in or near the school building, on the campus, or at the school-sponsored functions. This regulation also prohibits the use of smokeless tobacco.

Smoking is defined as possession of cigarettes, lighting a cigarette, holding a cigarette, lit or unlit, inhaling or exhaling smoke, and circumstantial evidence of smoking involving limited locale, persons, and presence of lighted cigarette, possession or smoke.

The use of tobacco look-alike products may also be considered a violation of the school's tobacco-free policy. Examples of these types of products include, but are not limited to, non-nicotine cigarettes, E-cigarettes, cigars or snuff, beef jerky or other edible snuffs, and other substances, which closely resemble the use, texture or packaging of tobacco products.

First offense: Confiscate items, call parent/guardian

Second offense: Refer to Ramsey County, confiscate items, call parent/guardian

***Smoking violations will be ticketed and will be dealt with as staff deems appropriate.**

CONTROLLED SUBSTANCES

The use, possession, or distribution of controlled substances including alcohol, marijuana, and all illegal and prescription drugs in or around the school premises is prohibited. This includes school days and all school activities (i.e. dances, athletic events, and concerts). This also applies to consumption prior to arrival and the possession of paraphernalia (pipes, papers, bottles, etc.) associated with the use of controlled substances. Students who violate these rules shall be subject to the following disciplinary measures:

1. Confiscation of substance and any paraphernalia.
2. Suspension (Depending on the severity of the violation, consequences may move to next level).
 - a. First offense- 3 days.
 - b. Second offense- 5 days.
 - c. Third offense- 5 days and referred for a chemical dependency evaluation.
3. Parent/Guardian Conference.
4. Report to police.

WEAPONS & EXPLOSIVES

The possession, use, and distribution of weapons and explosives (including fireworks) are prohibited and can be considered a felony in the state of Minnesota. "Weapons" include any firearm, whether loaded or unloaded, any device designed as a weapon or through its use is

capable of producing bodily harm or death, or any device or instrument which is used to threaten or cause bodily harm or death. Examples of weapons include but are not limited to: guns (including air guns), knives, clubs, brass knuckles, nunchucks, throwing stars, and ammunition (live or discharged).

Examples of explosives include, but are not limited to, firecrackers and smoke bombs. "Possession" includes having a weapon or explosive on one's person or in any area subject to one's control, at school, on or near school premises, or at school-sponsored activities.

Responses to the violation are as follows:

1. The weapon will be confiscated.
2. The student will be immediately suspended.
3. The police and other appropriate authorities will be notified.
4. In the case of firearms, the student will be expelled for one year. This requirement may be modified by the school board on a case-by-case basis. If expulsion is being considered for possession of weapons other than firearms, the Principal and the Superintendent's designee will investigate the incident and recommend to the Superintendent appropriate discipline pursuant to school regulations in compliance with the Pupil Fair Dismissal Act. This policy includes "look like" weapons (District Regulation EG-3109).

BUS TRANSPORTATION

Mounds View Public Schools complies with all applicable Minnesota Law relative to the transportation of students. Riding the bus is a privilege for those students who choose to do so either by residing more than two miles from school or by paying a fee for transportation. It is expected that students will conduct themselves in a respectful manner and not compromise the safety of others on the bus. Violation of school rules while on a bus may result in the loss of bus privileges and other disciplinary consequences. If criminal conduct occurs, local law enforcement officials and the Department of Public Safety may be informed.

Most of the School District's buses contain video recorders. The purpose of the video recorders is to monitor student conduct on buses, assist in the enforcement of school bus safety rules, and enhance school bus safety. When riding the bus, students should be aware that their actions and conversations may be recorded. For additional transportation information, (Policy and Regulations EG-3111).

TECHNOLOGY USE

Reach is committed to providing quality technology services in a safe and appropriate educational setting. The policy is to help assure this kind of setting is available for all students.

Misuse, Damage, or Unauthorized Access

District Technology consists of all School District computers and communications equipment,

including Internet access, email, voice mail, servers, and all other audio or video systems. Use of district technology is a privilege and not a right and may only be used for appropriate educational purposes. There is no expectation of privacy.

The following behaviors violate but are not limited to student expectations:

- Damaging district technology hardware, including computers, laptops, printers, scanners, chromebooks, smartboards, iPads, iPods, tablets, projectors, digital cameras and floppy drives.
- Sending/receiving inappropriate messages, pictures or documents.
- Using software that is destructive or damaging to a computer or computer network.
- Installing software on district technology without authorization.
- Concealing or altering their identity when sending messages or other electronic communications.
- Downloading executable programs.
- Saving files not related to schoolwork to the student server or to workstations.

Consequences for violation of this policy may include:

- Suspension or termination of access to district technology
- Immediate suspension
- Referral to law enforcement for possible criminal prosecution
- Restitution for any damage, and/or
- Possible exclusion or expulsion

PROTECTIVE DRILLS (SEVERE STORMS, FIRE & CIVIL DEFENSE, LOCKDOWNS)

Protective drills are conducted several times throughout the school year. Each classroom will have a sign posted telling the students where they should report for severe storms and civil defense emergencies, and how they should leave the building if it needs to be evacuated (fire, gas leak, broken water main, electrical outages, etc.). Classroom teachers will also inform the students where they should report, and how they should leave the building, should one of these emergency actions become necessary.

Severe Storm Drills & Warnings

Severe Storm Drills and Warnings will be announced over the walkie. When drills are announced, teachers will take their classes to the assigned shelter areas. Students are to remain together as a class. The students are to stand against the wall. In case of an actual severe storm, students should sit on the floor and cover their heads for protection from flying glass and objects. No talking is allowed. Silence is necessary for all to hear intercom announcements.

Fire & Civil Defense Drills (School Evacuation)

During these drills, students will be required to leave the building. They are to remain together as a class. The classroom teacher will lead them to the assigned exit. They are to walk in an orderly manner at a rapid pace. Once outside the building, they should move approximately 100 feet away. Coats and books should be left behind. Students should not leave the school grounds during a school evacuation.

Lockdowns and Lockdown Drills

In the event of a lockdown, students are to go to an area in the classroom not visible from the classroom door or windows and remain quiet. Follow all directions from teachers and staff members. If a lockdown occurs during a passing time or before or after school, go immediately to the first classroom with a teacher available to secure the door. If you are unable to find a staffed room, find a place you can lock or hide yourself until the end of the drill or situation. Please take these drills seriously and obey the instructions of staff members.

FALSE FIRE ALARMS

False fire alarms constitute sufficient disruption of the educational process to merit immediate suspension. Violators may also be charged with a misdemeanor in keeping with state law. **ALL DRILLS ARE SERIOUS MATTERS AND SHOULD BE TREATED AS SUCH.**

SAFE & SECURE ENVIRONMENT

TRANSITION BACK TO YOUR HOME SCHOOL

A question frequently asked by students and parents/guardians is; “How do I get to go back to my home school?”

For transition planning to take place, students need to demonstrate consistent and positive behavior for a continuous length of time. The amount of time that is necessary is ultimately determined by the IEP Team made up of you, the student, parent/guardian, and REACH Academy staff members. Before transition planning starts, you need to demonstrate a commitment to your school success. You need to work cooperatively with staff and other students. You are expected to take responsibility for working toward your educational and behavioral goals and objectives. It is also important for you to acknowledge your role in your past school problems and be willing to work toward positive solutions to those issues.

The basic expectations are as follows:

1. Attend school at least 90% of possible days.
2. Pass all your classes with full credit and at a “C” or better grade.
3. No out of school suspensions.

Transition planning involves your case manager at REACH Academy, your home school, your parents/guardians, and most importantly you. You are the person ultimately in charge of your educational success. We are here to help you! When we begin to work on a transition plan for you, the first stage is usually a partial transition. This means we usually start you back at your home school for two hours per day. After an agreed upon time of success, the time is increased until you return to your regular school program full-time.

