

Art
Online
Engagement
Live
Application
Connected
Reach
Imagine
Technology
Community
Inspire


DISTRICT 930
Carver-Scott Educational Cooperative

CSEEC

Determination

Science
WALC
Math

3C's
Adult Programs

Stepping Stones

Career/Technical

Hope

Success

Create

CSHS

ABE

New Beginnings

Spring Lake ALC

Social Studies

Passages

English

Catalyst
CLAS

**Enriching Lives
Through Education**

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GENERAL INFORMATION

I. CALENDAR

All programs within the CSEC (except Career & Technical programs) follow a standard calendar. You are responsible for knowing which days school is in session and attend accordingly.

II. WEATHER CLOSINGS

Because of the many locations of Carver-Scott programs there may not be an announcement specifically stating Carver-Scott Educational Cooperative (CSEC). For school closings listen to WCCO for the school closing announcement of the District within which your program operates. Students attending programs in the Chaska area need to listen for Eastern Carver County School announcements. Waconia ALC follows Waconia District school announcements. Spring Lake ALC (Lydia) follows Jordan District school announcements.

III. BUILDING CARE AND MAINTENANCE

Care of the building, equipment and prudent use of supplies will be an integral part of each student's training. Cleanliness, neatness and organization of all educational sites are the joint responsibilities of staff and students.

IV. EQUAL OPPORTUNITY

It is the policy of CSEC to provide equal opportunity in employment, training and promotional opportunities without discrimination because of race, age, political affiliations or beliefs, color, sexual orientation, membership in a local commission, creed, religion, national origin, sex or marital status, public assistance or disability status and to otherwise promote full realization of human rights within the CSEC program to the extent permitted by law. In addition, no person shall be excluded from participation in, or be subjected to discrimination in, any program funded in whole or in part, by federal funds because of race, color, national origin, age, handicap or sex.

V. EVALUATION

You will be evaluated on your performance at CSEC. You will be rated on the given objectives of each grading period. We encourage you to look upon the evaluation process as an important way for you to discover your strong points and look for ways to improve.

VI. FIRE DRILLS/LOCK DOWN DRILLS

Fire and lock down drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone follow the established procedures immediately. Your instructor will inform you about fire drill and lock down procedures.

VII. HAZARDOUS WASTE MANAGEMENT

CSEC is a licensed hazardous waste generator because of certain materials used in its instructional programs. Your instructor will inform you of proper procedures for any materials requiring special disposal.

VIII. HEALTH INSURANCE

Students who attend CSEC are not covered by accidental health insurance. You should arrange for coverage through your home school or family health insurance plan.

IX. POP/VENDING MACHINES

Pop/vending machines are a privilege requested by students that will be maintained if used reasonably and properly. Each instructor will establish rules pertaining to pop/snacks in their classroom. At no time will change be available from the office.

X. RECORDS

CSEC keeps administrative records on each student, past and present. The records are comprised of: 1) Student Information Form, 2) evaluation forms, and 3) attendance records. The records are used for three purposes: referrals to employers, referrals to other schools and for follow-up studies. The records are always open to you and no information about you will be released to any person, agency or institution except under the following conditions:

- a. When proper written consent has been obtained from you or your parent/guardian, or
- b. when compelled by statute or court order, or

- c. when outside research is conducted and data is released in such a form that no specific pupil is identifiable.

XI. RESCHEDULING

Students desiring to change classes and/or programs will need to contact their school counselor(s).

XII. RIGHT TO KNOW

CSEC is in compliance with provisions of the Federal Right-to-Know Act. Your instructor will inform you of proper handling procedures for all hazardous or potentially hazardous materials. CSEC also keeps an up-to-date file of written safety information pertaining to hazardous materials.

XIII. SCHOOL VIEW PARENT/STUDENT PORTAL

Students enrolled in Carver-Scott Educational Cooperative programs have the opportunity to access their student grade and attendance records through the TIES School View system. Talk with your instructor regarding how to gain access.

XIV. STUDENT HEALTH

In case of an injury that requires a physician, your parent or guardian will be notified. You will be asked to fill out a health/medication form at the beginning of the year. This form will be kept on file as an emergency reference should you become ill or injured. If you move during the school year, make sure that your Case Manager/Instructor has current information on file.

XV. TELEPHONES

Students are not to use the classroom telephones except in the case of an emergency and with the permission of instructor.

XVI. CELL PHONES

Cell phone use is prohibited during the school day. If a student possesses a cell phone it should be turned off. Cell phones are prohibited from use in bathrooms at all times. Violation of policy may result in the cell phone being confiscated, and possibly other disciplinary action. Confiscated cell phones will be returned to the student or parent/guardian at the discretion of the building/program administrator.

XVII. TORNADO DRILLS

Certain areas of CSEC buildings have been designated as severe weather shelter areas. Your instructor will inform you about severe weather emergency procedures.

XVIII. TRANSPORTATION

You are expected to follow the policies of your home school district when they transport you to and from CSEC.

XIX. YOUTH CLUBS

While enrolled at CSEC, you have the opportunity to become involved in various clubs such as SkillsUSA, MAAP STARS, FFA, etc. Please contact your instructor for more information regarding availability of these clubs.

XX. ARTICULATION AND CREDIT TRANSFER

CSEC has formed agreements with several community and technical colleges that allow you to gain college credit for work accomplished in the career and technical programs. Competencies gained in the CSEC programs will be recorded and transferred to the college, resulting in time and cost savings should you decide to continue in a similar career and technical program. See your instructor for further information on credit transfer.

ADMITTANCE CRITERIA

AREA LEARNING CENTERS

1. Students must be between the ages of 12 and 20, meet HSGI criteria, and want to complete school in a nontraditional setting.
2. Students will fully complete the enrollment application.
3. Students will participate in career/life skills curriculum.
4. Students will participate in community involvement activities.
5. Student's home school district needs to provide the following academic records:
 - Transcript
 - Credit Need Sheet
 - MN Basic Skills/MCA test results
 - Immunization records
 - Standardized tests
 - Discipline/Attendance records
6. Students on an IEP or 504 plan are required to follow due process through the child study team.
7. Students and parent(s) or legal guardian must complete **intake paperwork, intake meeting with CSEC staff, and participate in quarterly conferences.**
8. Students and parents must be involved in the development, implementation, and review of the student's continuous learning plan.

CAREER AND TECHNICAL PROGRAMS

Students register for Career & Technical Education programs through their home school district. Generally, the programs are available to students in grades 10-12.

Students attending the CSEC full-time programs please contact your case manager/principal to enroll in the Career & Technical programs.

Program offerings include: Agriculture, A+ (Computer Repair), Auto Mechanics, Cisco (Computer Networking), Cosmetology, Construction Technology, Criminal Justice, Graphic Design & Printing and Photography.

SPECIAL EDUCATION PROGRAMS

Special Education students attending Carver-Scott Educational Cooperative programs must have a current IEP and be referred by their home school district.

STUDENTS' RIGHTS AND RESPONSIBILITIES

I STUDENT RIGHTS

All students have the right to an education and the right to learn.

II STUDENT RESPONSIBILITIES

All students have the responsibility:

1. for their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
2. to resolve conflicts by processing with staff, students and/or administrators;
3. to attend school daily, except when excused, and to be on time to all classes;
4. to complete the courses of study prescribed by the state and local school authorities;
5. to make necessary arrangements for making up work when absent from school;
6. to assist the school staff in maintaining a safe school for all students;
7. to recognize and respect the rights of others and property.

III CODE OF STUDENT CONDUCT

The following are examples of unacceptable behavior subject to disciplinary action by Carver-Scott Educational Cooperative (CSEC). These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. Students are expected to follow school policies regarding; internet use, chemical use, harassment/violence, hazing/bullying, weapons and tobacco. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of CSEC or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
5. Opposition to authority using physical force or violence;
6. Using, possessing, or distributing tobacco or tobacco paraphernalia;
7. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
8. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
9. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
10. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
11. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
12. Possession of nuisance devices or objects that cause distractions including, but not limited to, pagers, radios, and cell phones;
13. Possession or distribution of slanderous, libelous or pornographic materials;
14. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is

lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership; *(For specifics refer to Dress Code as signed by parents and students at admittance to program.)*

15. Falsification of any records, documents, notes or signatures.
16. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion;
17. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
18. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
19. Other acts, as determined by CSEC which are disruptive of the educational process or dangerous or detrimental to the student or other students, CSEC personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of CSEC or the safety of welfare of students or employees.

IV ATTENDANCE

A key component to success in school and future employment relies on good attendance. We want students to attend school daily, however, we realize students will have excused and, at times, unexcused absences. The following policy should help clarify the difference and inform you of our policy on excused or unexcused absences or tardies. Parent or guardian will be called each day a student is absent or leaves early from school.

V EXCUSED ABSENCES

- A. The following reasons shall be sufficient to constitute excused absences:
 - o illness;
 - o serious illness of the student's immediate family member;
 - o a death in the student's immediate family or of a close friend or relative;
 - o medical or dental treatment;
 - o court appearances occasioned by family or personal action;
 - o religious instruction not to exceed three (3) hours in any week;
 - o physical emergency conditions such as fire, flood, storm, etc.;
 - o official school field trip or other school-sponsored outing; and
 - o removal of a student from school pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- B. Procedures for Student Absences:
 1. It is our expectation when a student is absent a parent/guardian should call the student's case manager and send a written note upon the student's return (students not returning with a note will be considered unexcused).
 2. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
 3. Work missed because of absence must be made up within five (5) days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the principal or the case manager may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
 4. After 3 consecutive excused absences or 3 absences within a 9-week period, a physician verification or statement will be required for all further absences.

VI UNEXCUSED ABSENCES

The following are examples of absences that will not be excused:

1. Truancy. An absence by a student that was not approved by the parent and/or CSEC;
2. Any absence in which the student failed to comply with any reporting requirements of CSEC's attendance procedures;
3. Work at home;
4. Work at a business, except under a school-sponsored work release program;
5. Absences resulting from cumulated unexcused tardies; and
6. Any other absence not included under the attendance procedures set out in this policy.

VII TARDINESS

- A. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
- B. Reporting Tardiness:
 1. Students tardy at the start of school must report to the case manager.
 2. An unexcused tardy results from failing to be in an assigned area at the designated time without a valid excuse, such tardies will be handled by the teacher.

VIII POLICIES AND CONSEQUENCES OF ABSENCES AND TARDIES

- A. A student may not miss more than 7 days of school within an academic school year **without an excuse**. On the 7th **unexcused** absence, a truancy petition will be filed with the resident county. If at anytime during the school year the student is not making satisfactory progress a conference will be held to discuss options for students.
- B. For CSEC full-time programs the school day begins at 8:00 and all students are expected to be in school at that time. If a student arrives between 8:00 and 8:10 they will be considered tardy
- C. Four (4) unexcused tardies are equivalent to one (1) unexcused absence.
- D. Absences resulting from official suspension will be handled in accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56. Days during which a student is suspended from school shall not be counted in a student's total unexcused absences.
- E. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.

IX DISCIPLINARY ACTION OPTIONS

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

- ◆ Restorative conference;
- ◆ Student conference with teacher, principal, director, counselor, manager or other CSEC personnel, and verbal warning;
- ◆ Parent contact;
- ◆ Parent conference;
- ◆ Academic and behavioral contracts;
- ◆ Removal from class;
- ◆ In-school suspension;
- ◆ Suspension from extracurricular activities;
- ◆ Detention or restriction of privileges;
- ◆ Loss of school privileges;
- ◆ In-school monitoring or revised class schedule;
- ◆ Referral to in-school support services;

- ◆ Referral to community resources or outside agency services;
- ◆ Financial restitution;
- ◆ Referral to police, other law enforcement agencies, or other delinquency adjudication;
- ◆ A request for a petition to be filed in CSEC court for juvenile delinquency adjudication;
- ◆ Out-of-school suspension under the Pupil Fair Dismissal Act;
- ◆ Preparation of an admission or readmission plan;
- ◆ Expulsion or exclusion under the Pupil Fair Dismissal Act;

X VISITORS

Visitors must be approved by Principal or Administrative Designee prior to coming to the program. Anyone without permission will be asked to leave. All visitors must sign in at the main office.

XI FIELD TRIPS

All school policies apply and are enforced on field trips while on the bus and at the activity/event. This includes any activity or event that occurs before or after regular school hours. If a student violates a policy or rule, the following, in addition to individual program consequences may occur:

1. Removal from the group.
2. Return to school.
3. Develop and present a restorative plan to staff.
4. Not allowed to participate in the next field trip or any field trips thereafter.

Smoking is not permitted by any person while on a field trip and consequences will apply as stated under the policy.

Buses will leave on time from any field trip. It is the student's responsibility to make themselves aware of the place and time that the bus will be returning to school. Students must stay in the designated group. If students leave or miss the bus, parents will be contacted and they will need to pick up their student. If parents cannot be contacted, proper authorities will be notified.

XII PARENTAL RIGHTS

Parents/guardians of minor students will be notified in the event of suspension pursuant to the Minnesota Pupil Fair Dismissal Act. Parents will also be notified in cases of major behavioral and chemical dependency concerns.

If you are 18 years of age or older you are responsible for your program decisions. You have the right to request the information regarding your educational progress. Information will not be released to a parent or guardian if you are 18 and living independently unless you authorize this release. If you are 18 years of age or older but are still dependent upon your parent(s), they shall have access to your school information.

XIII RECRUITING

Representatives of colleges, universities, the State of U.S. Military Forces or other groups who wish to make students aware of occupational or educational options, may be permitted access to the program with prior Principal or Administrative Designee approval. All other contact with recruiting personnel shall take place either before or after regular school hours and off school premises. This policy also applies to telephone calls and messages. Parents have the right to refuse to release data to military recruiting officers.

XIV MILITARY RECRUITER ACCESS TO STUDENT DATA

The Minnesota Legislature has amended the Data Practices Act, Minn. Stat. § 13.32, Subd. 5a, has been added. It provides as follows:

Subd. 5a MILITARY RECRUITMENT

A secondary institution shall release to military recruitment officers the names, addresses and home telephone numbers of students in grades 11 and 12 within 60 days after the date of the request, except as otherwise provided by this subdivision. A secondary institution shall give parents and students notice of the right to refuse release of this data to military recruiting officers. Notice may be given by any means reasonably likely to inform the parents and students of the right. Data released to military recruiting officers under this subdivision: (1) may be used only for the purpose of providing information to students about military service, state and federal veterans'

education benefits, and other career and educational opportunities provided by the military; and (2) shall not be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Schools must now release to military recruiting officers the names, addresses and home telephone numbers of students in grades 11 and 12 within 60 days after the date requested, UNLESS the parents or student have refused to release this data to military recruiting officers after notice.

This means schools must provide notice to parents of 11th and 12th grade students of their right to refuse to release this information. See Minn. Stat. §13.32 Subd. 5a.

SCHOOL BOARD POLICIES

A complete list of board policies – including those being reviewed, revised, and adopted – is provided on the CSEC website (www.cseced.org).

ACCEPTABLE USE POLICY AND INTERNET SAFETY AGREEMENT

I STATEMENT OF PURPOSE

Carver-Scott Educational Cooperative is pleased to offer our students access to the Internet and other electronic networks. The advantages afforded by the rich, digital resources available today through the Internet outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

II TERMS OF AGREEMENT

In order for a student to be allowed access to a school computer system, computer network, and the Internet, parents/guardians must sign and return the consent form.

III ACCEPTABLE USES

The District is providing access to its school computer systems, computer networks, and the Internet for **educational purposes only**. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

- A. All users must abide by rules of Network etiquette – Netiquette, including the following:
 - Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - Avoid language and/or graphic representations that may be offensive to other users. Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- B. Teachers may allow individual students to use email, electronic chat rooms, instant messaging, social networking sites (I. E. facebook and myspace) and other forms of direct electronic communications for **educational purposes only** and with proper supervision. Proper supervision shall include the teachers having the documentation of the students' username password on file and being able to monitor the account. This includes the use of student personal email accounts and personal social networking sites in the school environment. If a student uses his/her personal email account or accesses his/her social networking site on a school computer, the teacher must monitor all communications and have access to the students username password for such account. In addition, if student personal

accounts are accessed through the district Internet, the profile for student personal accounts must not contain identifiable information such as last name or address of student.

- C. No personal addresses, personal phone numbers, or last names of students should be given out on the Internet. Identifiable photographs will be allowed to be published on the Internet on approved, protected sites only, with appropriate written consent. Appropriate written consent means a signature by a parent or legal guardian of the student.
- D. A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom and teachers are responsible for and must be aware of student Internet usage.

Privacy. *Network and Internet access is provided as a tool for your education.* The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall remain the property of the District and no user shall have any expectation of privacy regarding such materials.

- E. **Student Photos/Student Work.** Publishing student pictures and work on websites promotes learning, collaboration and provides an opportunity to share the achievements of students. Images and products of K-12 students may be included on the website without identifying captions or names. Parents/guardians must indicate their written consent to publish their child's photo or school work on any school related website before the item is published to the web. Please note that under no circumstances will K-12 student photos or work be identified with first and last name on a Carver-Scott Educational Cooperative website, including the district, school, or teacher website.

Copyright. All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

IV **FAILURE TO FOLLOW ACCEPTABLE USE POLICY**

Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement may have his or her access to the network and Internet terminated and is subject to disciplinary action by the school administrator. The District may also take other disciplinary actions.

Unacceptable Uses of the Network may include:

- A. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload a work, virus, trojan horse, time bomb, or other harmful form of programming or vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
- B. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
- C. Uses that are commercial transactions. Students may not use the school network to sell or buy anything over the Internet. You should not give others private information about yourself or others.
- D. Illegal activities, including copyright or contract violations shall not be permitted on the Internet.
- E. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
- F. Threatening, profane, harassing, or abusive language shall be forbidden.

- G. Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- H. No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.
- I. Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
- J. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.
- K. Any subscription to list serves, bulletin boards, or on-line services shall be approved by the Executive Director or his designee prior to any such usage.
- L. The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

V INTERNET SAFETY

- A. Parents and Users. Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for their use of the network and Internet and avoid these sites.
- B. Personal Safety. In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone "met" on the Internet without a parent's permission.
- C. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- D. Active Restriction Measures. The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of students, through direct observation and/or technological means.

VI USE OF WEB 2.0 TOOLS

Online communication is critical to our students' learning of 21st Century Skills. Social networking sites, blogs and other interactive Internet sites offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blogs, student protected e-mail, podcast projects or any other social networking sites must follow all established Internet safety guidelines.

Blogging/Podcasting Terms and Conditions:

- The use of blogs, podcasts or other web 2.0 tools are considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.
- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.

- A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and follow these guidelines. Comments made on blogs should be monitored and - if they are inappropriate – deleted.
- Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat blogspaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

VII TEACHER RESPONSIBILITIES

- A. Will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.
- B. All students will be informed of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.
- C. Use of networked resources will be in support of educational goals.
- D. Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- E. Provide alternate activities for students who do not have permission to use the internet.

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 students' ability to learn and teachers' ability to educate students in a safe environment. The Carver-Scott Educational Cooperative (CSEC) 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 CSEC and the rights and welfare of its students and is within the control of the CSEC in its normal operations, it is the CSEC's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the CSEC in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive 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 CSEC property or at school-related functions. 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 that interferes with or obstructs the mission or operations of the CSEC or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the CSEC by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off CSEC property and/or with or without the use of CSEC resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the CSEC shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen 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, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with CSEC's policies and procedures. The CSEC may take into account the following factors:
 - 1. The developmental 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 positive behavioral interventions up to and including suspension and/or expulsion. 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 CSEC property and events and/or termination of services and/or contracts.
- G. The CSEC will act to investigate all complaints of bullying 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 any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:
 - 1. harming a student or a group of students;
 - 2. damaging a student's or a group of students' property;
 - 3. placing a student or a group of students in reasonable fear of harm to his or her person or property; or
 - 4. creating a hostile educational environment for a student or a group of students; or
 - 5. intimidating a student or a group of students.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school district property or at school-related functions" 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 CSEC does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate CSEC official designated by this policy. A person may report bullying anonymously. However, the CSEC's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The CSEC encourages the reporting party or complainant to use the report form available from the principal of each building or available from the CSEC office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal's designee or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a CSEC human rights officer or the executive director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the executive director or the CSEC human rights officer by the reporting party or complainant.
- 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 receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The CSEC 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 CSEC's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the CSEC shall undertake or authorize an investigation by CSEC officials or a third party designated by the CSEC.
- B. The CSEC may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the CSEC will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. CSEC 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; CSEC policies; and regulations.
- D. The CSEC 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 CSEC. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The CSEC annually will provide information and any applicable training to school district staff regarding this policy.
- B. The CSEC 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.
- C. The administration of the CSEC is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. The CSEC 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.

VIII. NOTICE

The CSEC will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

CHEMICAL USE-ABUSE POLICY

I. PURPOSE

The governing board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The governing board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the Carver-Scott Educational Cooperative (CSEC) in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and/or alcohol before and/or during school hours or while on school premises at any school location is prohibited in accordance with CSEC policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. It is the policy of the CSEC to provide an instructional program in every school in chemical abuse and the prevention of chemical dependency.
- C. The CSEC shall establish and maintain a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. It will be the responsibility of the executive director, with the advice of the governing board, to establish a school and community advisory team to address chemical abuse problems in the district.
- E. The CSEC shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

III. DEFINITIONS

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.
- B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the CSEC's Drug-Free Workplace/Drug-Free School policy.
- C. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved

activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the CSEC; or during any period of time such employee is supervising students on behalf of the CSEC or otherwise engaged in CSEC business.

IV. STUDENTS

A. Instruction

1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The CSEC may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
2. Each school shall have age-appropriate and developmentally based activities that:
 - a. address the consequences of violence and the illegal use of drugs, as appropriate;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of emerging drugs;
 - f. engage students in the learning process; and
 - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
 - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
 - d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
 - e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

1. In the event that a CSEC employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.

- c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by CSEC officials shall be in accordance with governing board policies regarding search and seizure and may be subject to random canine search.
 - e. The CSEC will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a CSEC employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
 - a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
 3. Searches by CSEC officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with governing board policies related to search and seizure.
- C. Preassessment Team
1. All full-time programs shall have a chemical abuse preassessment team designated by the executive director or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each site, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
 2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
 3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.
- D. Data Practices
1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
 2. Destruction of Records
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
 - c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.
- E. Consent

Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The executive director, with notification to the governing board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
 - b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. **EMPLOYEES**

- A. The executive director or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
 1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The CSEC's drug-free workplace/drug-free school policy.
 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
- B. The executive director or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the executive director.

EMPLOYMENT BACKGROUND CHECKS

NOTICE TO PARENTS AND GUARDIANS – The Carver-Scott Educational Cooperative (CSEC) has adopted a policy, the purpose of which is to maintain a safe and healthful environment in the Carver-Scott Educational Cooperative (CSEC) in order to promote the physical, social, and psychological well-being of its students. To that end, the CSEC will seek a criminal history background check for applicants who receive an offer of employment with the CSEC, except enrolled student volunteers, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The CSEC may also elect to do background checks of other volunteers, independent contractors, and student employees in the CSEC.

DRESS CODE

I. **Statement of Purpose**

- A. The appearance of a student is the primary responsibility of the individual and the parent. Carver-Scott Educational Cooperative (CSEC) students are expected to maintain an appearance that is not distracting to teachers or other students, disrespectful to others or disruptive to the educational process. In addition, student attire must comply with standards of health and safety. (Example: State law requires that shoes must be worn in public buildings.)
- B. **Symbols, emblems, badges, signs, words, objects or pictures on clothing, jewelry or personal items that represent gangs, tobacco, drugs, alcohol, or discriminatory references to sex, race, or religions, or that are lewd, vulgar, or obscene are not permitted.** (See CSEC policies on Sexual, Racial and Religious Harassment and Violence.) It is not the intention of this dress code to interfere

with a student's right to express political, religious, philosophical or similar opinions by wearing apparel on which such messages are stated. Such messages usually are acceptable as long they are not lewd, vulgar, obscene, defamatory, or profane; do not advocate violence or harassment against another and do not promote products or activities, which are illegal for use by minors.

II. Definitions

"Gang" as defined in this document means any ongoing organization, association or groups of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol and whose members individually or collectively engage in or whose members engage in a pattern of criminal gang activity. "Pattern" of gang activity means the commission, attempt to commit, conspiring to commit or solicitation of two or more criminal acts, provided criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. Prohibited Attire

Examples of prohibited attire include, but are not limited to, the following:

- Bandanas of any color
- Chains extending beyond belt loop closest to pocket
- Clothing or hairstyles depicting gang symbols, look-alike gang symbols or gang hand gestures, including doo rags or look-alike doo rags
- Visible gang-related tattoos; any such tattoos must be covered at all times while on school property or during school events
- Clothing showing belly buttons, bare midriffs, cleavage, excessive or inappropriate underwear
- Confederate flags
- Swastika symbols
- Halter tops, strapless tops, one strap tops, bustiers
- Hats, hoods worn up, scarves, visors, anything on the head (exceptions: headbands, yarmulkes, kufis, hijabs)
- Items referring to or suggestive of alcohol, drugs, gangs, tobacco or sex
- Jeans with rips or opening(s) between the waist and lower thigh
- Outer wear jackets
- Rollerblades, shoes with roller blades (heelys) or skateboards
- Spikes or cleats
- Sunglasses (exception: outdoors)
- Skirts, skorts, shorts, dresses which are shorter than mid-thigh

IV. Failure to Follow Dress Code

When a student's appearance violates the dress code, the student will be required to modify his/her attire and additional consequences may, at the discretion of the school officials, be imposed. In exercising discretion to discipline and/or impose other consequences on students violating this dress code, school officials shall take into account the age of the student, CSEC's student discipline policy, and whether the violation occurred during the instructional day while school was in session or in connection with a school related activity.

At CSEC students are not permitted to wear hats, hoods up, scarves, or visors (anything on the head) from 8 a.m. to 3 p.m. (exceptions as noted above) consequently, all prohibited headgear is to remain in lockers or backpacks during the school day. In addition, students displaying bare midriffs, excessive cleavage, or wearing skirts/shorts/skorts above fingertip length will be sent home to change clothes or given a school t-shirt to wear.

HARASSMENT AND VIOLENCE POLICY (Revised 12/21/10)

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the Carver-Scott Educational Cooperative (CSEC) to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator or other school personnel of the CSEC harasses a pupil, teacher, administrator or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the CSEC.)
- C. A violation of this policy occurs when any pupil, teacher, administrator or other school personnel of the CSEC inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. CSEC will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
 - 1. "Age" means the person is over the age of 25 years.
 - 2. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 - 3. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded

against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

4. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
5. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
6. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
7. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
8. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

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

F. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. 609.341, includes

the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:
Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - a. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - b. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another, or
 - c. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator or other school personnel of the CSEC, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate CSEC official designated by this policy. The CSEC encourages the reporting party or complainant to use the report form available from the Divisional Director of each building or available from the administrative 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 District Human Rights Officer or the Executive Director.
- B. In Each School Building The building Supervisor is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult CSEC personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building Supervisor immediately.
- C. Upon receipt of a report, the building Supervisor must notify the CSEC Human Rights Officer immediately, without screening or investigating the report. The building Supervisor may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building Supervisor to the Human Rights Officer. If the report was given orally, the building Supervisor 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 building Supervisor. If the complaint involves the building Supervisor, the complaint shall be made or filed directly with the Executive Director or the CSEC Human Rights Officer by the reporting party or complainant.
- D. In the District. The Board hereby designates June Henning as the CSEC Human Rights Officer to receive reports or complaints of harassment or violence. If the complaint involves the CSEC Human Rights Officer, the complaint shall be filed directly with the employees' immediate supervisor.
- E. The CSEC shall conspicuously post the name of the CSEC Human Rights Officer, including mailing address and telephone number:
June Henning
401 E. Fourth Street, Chaska, MN 55318
Telephone: (952) 368-8830 e-mail: jhenning@cseced.org
- F. Submission of a good faith complaint or report of 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 CSEC 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 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 CSEC, the Human Rights Officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by CSEC officials or by a third party designated by the CSEC.
- 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 CSEC 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 CSEC may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The Human Rights Officer shall make a written report upon completion of the investigation. If the complaint involves the Human Rights Officer, the report may be filed directly with the 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. DISTRICT ACTION

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

VII. REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.
- B. Nothing in this policy will prohibit the CSEC 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 CSEC employee and independent contractor at the time of entering into the person’s employment contract.
- C. This policy shall appear in the student handbook.
- D. The CSEC will develop a method of discussing this policy with students and employees.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.

HAZING PROHIBITION POLICY (Revised 12/21/10)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the CSEC shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the CSEC shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The CSEC will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the CSEC who is found to have violated this policy.

III. DEFINITIONS

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that

adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of CSEC policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate CSEC official designated by this policy (for purposes of this policy, school officials include the executive director, area director, principal, manager, coordinator or liaison officer).
- B. Any person may report hazing directly to the CSEC human rights officer or to the executive director.
- C. Teachers, administrators, volunteers, contractors and other employees of the CSEC shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform an appropriate CSEC official immediately. School district personnel who fail to inform the proper officials of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the CSEC shall undertake or authorize an investigation by CSEC officials or a third party designated by the CSEC.
- B. The CSEC may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the CSEC will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. CSEC 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, CSEC policies and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The CSEC will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the CSEC who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or

hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment or intentional disparate treatment.

VII. DISSEMINATION OF POLICY

This policy shall appear in each CSEC's student handbook and in each CSEC's employee handbook. The school district will develop a method of discussing this policy with students and employees.

HUMAN RIGHTS OFFICER

The Governing Board designates June Henning as the CSEC Human Rights Officer to receive reports or complaints of harassment or violence, hazing, bullying, and also responsible for coordinating Title IX and Section 504/ADA concerns. If the complaint involves the CSEC Human Rights Officer, the complaint shall be filed directly with the employees' immediate supervisor.

June Henning – 401 E. Fourth Street, Chaska, MN 55318
Telephone: 952-368-8830 e-mail: jhenning@cseced.org

SEARCH OF STUDENT LOCKERS, DESKS, VEHICLES, PERSONAL POSSESSIONS AND STUDENT'S PERSON

I PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the Carver-Scott Educational Cooperative's (CSEC) policies against contraband.

II GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the CSEC. At no time does CSEC relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials (*Executive Director, Area Director, Manager, Coordinator or Liaison Officer*) for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

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

C. Vehicles

Vehicles on school grounds may be searched based on observation of contraband in the vehicle or suspicion that the search will uncover evidence of a violation of law or a school rule. The student who drove the vehicle to school will be held responsible for the contraband and face school disciplinary action.

D. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

E. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on

their person or in their personal possessions.

III DEFINITIONS

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

IV PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant. School officials may conduct the search or the school may use drug sniffing dogs to conduct the search.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school official must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person, whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches are prohibited. Legal officials (police/sheriff's department) will be contacted to conduct a strip search if deemed necessary by school officials.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The CSEC shall provide a copy of this policy to a student when the student is given use of a locker.

V DIRECTIVES AND GUIDELINES

CSEC administration may establish reasonable directives and guidelines which address specific needs of the CSEC, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with CSEC's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The Carver-Scott Educational Cooperative (CSEC) acknowledges that some students may require prescribed drugs or medication during the school day. The CSEC's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and CSEC procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the CSEC may rely on an oral request until a written request is received.
- B. An "Administration of Medications" form must be completed annually (once per school year) for prescription and non-prescription medication, and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate CSEC personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the CSEC and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administration of Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private

health organization or other appropriate party (if appropriately contracted by the CSEC under Minn. Stat. § 121A.21). The CSEC administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the governing board for approval. Upon approval by the governing board, such guidelines and procedures shall be an addendum to this policy.

J. Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the CSEC has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the CSEC employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school dayare not governed by this policy.
7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the CSEC has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The CSEC may revoke a student's privilege to possess and use nonprescription pain relievers if the CSEC determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as state in this paragraph, only

prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed nonsyringe injectors of epinephrine that enables the student to:
 - a. possess nonsyringe injectors of epinephrine; or
 - b. If the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to nonsyringe injectors of epinephrine in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering nonsyringe injectors of epinephrine when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- K. "Parent" for students 18 years old or older is the student.

TOBACCO-FREE ENVIRONMENT POLICY (Revised 11/16/10)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the Carver-Scott Educational Cooperative (CSEC) or person to smoke or use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that CSEC owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all CSEC property and all off-campus events sponsored by the CSEC.
- B. 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 CSEC owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all CSEC property and all off-campus events sponsored by the CSEC.
- C. The CSEC 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.

III. TOBACCO AND TOBACCO RELATED DEVICES DEFINED

- A. "Tobacco" means cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug 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.
- B. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- C. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

IV. EXCEPTION

It shall not be a violation of this policy for an Indian adult to light tobacco on CSEC property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to CSEC discipline procedures.
- C. CSEC administrators and other school personnel who violate this tobacco-free policy shall be subject to CSEC discipline procedures.
- D. CSEC action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and CSEC policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other CSEC supervisory personnel responsible for the area or program at which the violation occurred.
- F. 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/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The CSEC will develop a method of discussing this policy with students and employees.

WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The Carver-Scott Educational Cooperative (CSEC) will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Weapon"
 - 1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
 - 2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
 - 3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the CSEC.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 - 1. active licensed peace officers;
 - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 - 3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 - 4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
 - 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 - 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 - 7. a gun or knife show held on school property;
 - 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
 - 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.
- C. Policy Application to Instructional Equipment/Tools
While the CSEC takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.
- D. Firearms in School Parking Lots and Parking Facilities
A school district may not prohibit the lawful carry or possession of firearms in a school

parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

- A. The CSEC takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
 - 1. immediate out-of-school suspension;
 - 2. confiscation of the weapon;
 - 3. immediate notification of police;
 - 4. parent or guardian notification; and
 - 5. recommendation to the executive director of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion
While the CSEC takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the executive director may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

- A. Employees
 - 1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
 - 2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and CSEC policies.
 - 3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.
- B. Other Nonstudents
 - 1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
 - 2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

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