

Bluffview Montessori School Family Handbook



2022-2023

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Winona, MN 55987

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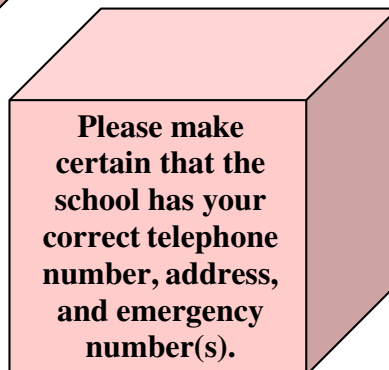
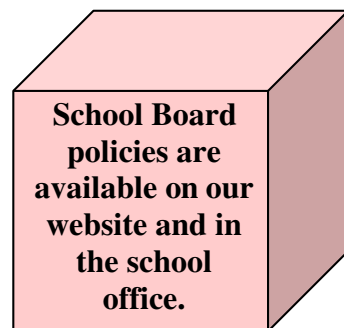
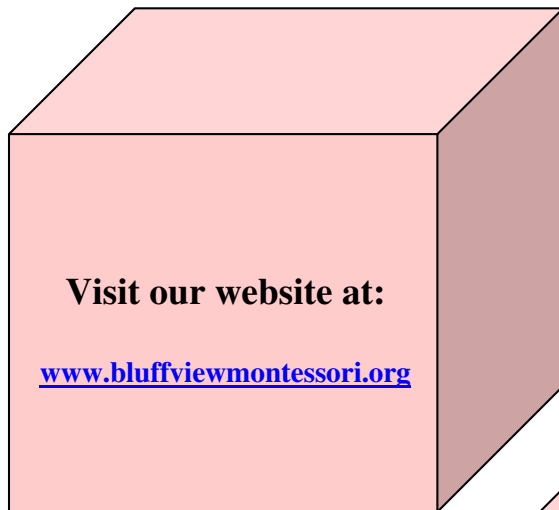
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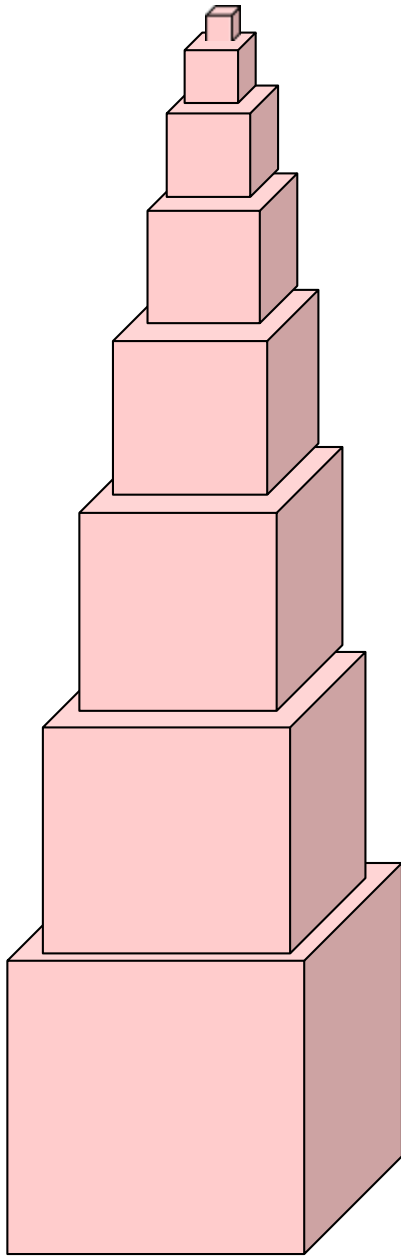
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Our goal is to ensure that your child has a successful school experience and that involves a close relationship between home and school. Please review the information in this handbook and keep it for future reference. If you have any question or desire further information, please contact the school. We look forward to partnering with you to provide an amazing educational experience for your child.



Board of Directors 2022-2023



Meghan Booth
Montessori Teacher Member
253-312-8525
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Ann-Marie Dunbar
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Shelly Merchlewitz
Montessori Teacher Member
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Regular meetings of the school board are normally held on the third Thursday of the month at 6:30 p.m. in the band room. There is a schedule on the bulletin board next to Children's House One. Meeting dates are also published on the school website calendar. The public is welcome.

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Welcome to Bluffview Montessori School

Brief History

Bluffview Montessori School was established in 1967 as a private preschool. In 1987, it expanded to include elementary students. In March 1993, Bluffview Montessori became the first Montessori Charter School in the United States, District 4001. Bluffview Montessori School is sponsored by the Volunteers of America and must meet requirements specified in the charter agreement, which is renewed every five years. In 1998 Bluffview Montessori School expanded its program to include middle school students.

Bluffview Today

Bluffview Montessori School offers a unique educational choice to families in Winona and the outlying community. Bluffview provides public education using the teaching methods and philosophy of Dr. Maria Montessori.

Children attend classes in mixed age learning environments. 1st through 3rd grade students learn together in our Lower Elementary classes. Our Upper Elementary classes include 4th through 6th grade students, and 7th and 8th grade students learn together in our Erdkinder program (junior high). Bluffview Montessori School also offers a fee-based preschool program known as Children's House for children ages 33 months through 6 years. Kindergarten children enrolled in the charter school are included in the mixed age Children's House program.

Each classroom has a lead teacher and teaching assistant. Within the Montessori environment, teachers present lessons, but most of the student's education is introduced on an individual level using manipulable Montessori materials known as "didactic materials." Curriculum is divided into five main areas: language arts, mathematics, geometry, cultural studies (science and history) and geography. These subjects are often integrated with one another. Art, music (instrumental and vocal), and physical education, are taught by teachers certified in those specialty areas. Bluffview Montessori School also provides Special Education and student health services.

The Children's House preschool program is a five day per week program. The Montessori curriculum, using Montessori methods and materials, is presented to children by Montessori trained staff. The program includes practical life activities, sensorial (learning through the senses), language, math, cultural, and social activities. Children's House students may enroll in a half-day (7:45- 10:45) or full day program (7:45 a.m. to 2:10 p.m.).

Governing Organization

Bluffview Montessori School is a nonprofit, tax-exempt 501C-3 organization incorporated in 1970. The Bluffview Montessori School's Board of Directors (BOD) consists of a community member, parents, and teachers. The majority of seats must be held by licensed teachers. The staff and parents of the school elect members for three- year terms at the Annual Membership Meeting each May. All BOD meeting minutes are posted on the school's website (www.bluffviewmontessori.org). The dates of board meetings are shown on the school website calendar, posted on the Children's House I bulletin board, and published on the website. Board meetings are open to the public. Parents are encouraged to attend.

Copies of the complete By-laws of Bluffview Montessori School are available in the school office and on the school website.

Mission

Bluffview Montessori School empowers self-directed learning through a materials-based Montessori curriculum that encourages independence and natural curiosity. Bluffview cultivates learners' deep respect for self, community, and a peaceful environment while nourishing the intrinsic desire for academic, civic, and personal fulfillment.

Vision Statement

Empowered learners unfolding their full potential as whole and unique persons in a global community.

****PLEASE NOTE THAT FOR SCHOOL YEAR 2022-2023, MANY OF OUR
EMPLOYEE AND FAMILY PROCEDURES AND POLICIES MAY BE
AFFECTED BY STATE-MANDATED PRECAUTIONARY MEASURES
ESTABLISHED TO MITIGATE THE EFFECTS OF COVID-19.
PLEASE SEE THE BLUFFVIEW MONTESSORI COVID-19 OPERATIONS PLAN
FOR DETAILS AND UPDATES.****

Academic Dishonesty

Bluffview Montessori School has developed specific plans for dealing with issues of academic dishonesty. “Plagiarism” is an act of stealing the thoughts and ideas of another person and passing them off as one’s own thoughts or ideas. No person shall copy and present the written material of another as his or her own work. No person shall pass off photos or the works of art of another person as his or her own work. To do these acts constitutes plagiarism. “Cheating” is an act of fraudulently deceiving others by violating rules of honesty or misrepresenting school work required as part of a test or other evaluation, or a regular assignment or project. No person shall copy another’s work or allow another to copy work or in any way collaborate on tests or assignments unless expressly authorized by a school faculty member.

The consequences for violating academic honesty are as follows:

First offense:

- a. Attend a plagiarism or cheating workshop sponsored by Bluffview.
- b. Student must design a plan of restitution to those harmed by the plagiarism or cheating.
- c. Re-do work.
- d. Office referral and written parent notification of infraction.

Second offense:

- a. Attend a plagiarism or cheating workshop sponsored by Bluffview.
- b. Design a plan of restitution to those harmed by the plagiarism or cheating.
- c. Re-do work.
- d. Office referral and written parent notification of infraction.
- e. In-school suspension, at the discretion of Administration.
- f. Parent conference.

Subsequent offenses:

- a. Attend a plagiarism or cheating workshop sponsored by Bluffview.
- b. Design a plan of restitution to those harmed by the plagiarism or cheating.
- c. Re-do work.
- d. Office referral and written parent notification.
- e. In-school suspension.
- f. Parent conference.
- g. Counseling with guidance counselor.

Admission Requirements

1. Preschool children must be 33 months of age to enroll in the Children’s House and should also be toilet trained.
2. Preschool children should have language development sufficient to meet their needs in a classroom environment.
3. Children must be age 5 by September 1st of the current school year in order to enter Kindergarten. Bluffview does not offer early kindergarten enrollment.

4. The following forms must be on file prior to admission:
 - Enrollment form (for new students)
 - Health form including immunization records
 - Emergency Information
 - Contract form and deposit (Children's House Preschool)
 - Early Childhood Screening records (Kindergarten only)
 - Previous school records, or a signed *Release of Information Form* allowing Bluffview to obtain a copy of these records (for transfer students)
 - Information regarding Individual Education Plans (IEP) if applicable

After School Programs

After school programs are available at Bluffview Montessori School from 2:15 p.m. to 5:30p.m and are run by the YMCA for grades K-6. For further information, please contact the Y at 507-454-1520. Preschool aged students can sign up for After School Care through Bluffview at the rate of \$4.00/hr. This program runs from 2:15 until 5:00.

Parents and guardians are required to sign their children out of the after school programs in order to assure the safety of children and to enable accurate billing of fees. In addition, parents or guardians must designate specific persons who will be authorized to pick up their children from after school programs.

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

We desire for all of our students to have the best educational experience possible. One essential component for a successful educational experience (adequate academic progress, the creation of a positive classroom experience, and active participation in the classroom community) is regular attendance at school. Therefore, it is important that children arrive at school on time and attend school every day.

The school day begins promptly at 7:45 a.m. Students should not arrive at school earlier than 7:15 a.m.. The school day ends at 2:10 p.m and pick up is at 2:20pm. Parents will be called for any student not picked up by 2:30 p.m. For detailed information, see policy 503, "Student Attendance" (*Appendix A*).

Reporting Absences

When a child is absent from school, please call the school office (507-452-2807) between 7:00-8:00 a.m. and state the reason for the absence. Parents or guardians may also leave a message on the school's voice mail to report a child's absence. If the school is not notified, attendance personnel will contact the parent/guardian at home or at work to confirm the absence and inquire about the reason

Bicycles

Bicycles are permitted and encouraged as a mode of transportation to and from school. For the safety of all students, bicycles may not be ridden on school grounds. Students must walk bicycles on school grounds and park them in the bike rack. Parents and guardians should be aware that students bring bicycles to school at their own risk and that bicycles should be locked up during the school day.

Billing

Parents or guardians will receive invoices each month for tuition. Reminders for past due fees will be mailed home.

Birthday/Holiday Treats

Because food allergies pose a life-threatening risk to some students, homemade birthday and holiday treats may not be distributed in classrooms. All birthday and holiday treats must be commercially manufactured and be delivered in the original packaging for distribution to students. Peanuts and snacks containing peanuts are not allowed in the Children's House classrooms.

Please do not send birthday party invitations to school for distribution.

E2 classrooms will not be formally celebrating birthdays/holidays again this year and request no treats be brought in. See the E2 orientation letter provided by the E2 teachers for further details.

Bullying

Bluffview Montessori School strives to provide safe, secure and respectful learning environments for all students in the school building, on school grounds, school buses and at school-sponsored activities. Bullying, like other disruptive or violent behavior, is conduct that interferes with a student's ability to learn and a teacher's ability to educate.

Prohibited conduct ("bullying") means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students creating an actual or perceived imbalance of power between the student engaging in bullying and the target of bullying that has or can be reasonably predicted by repeated forms or pattern to have one or more of the following effects:

- Placing the student in reasonable fear of harm to the student's person or property.
- Causing a substantially detrimental effect on the student's physical or mental health.
- Substantially interfering with the student's educational opportunities and performance.
- Substantially interfering with the student's ability to participate in or benefit from

the services, activities, or privileges provided by a school.

For more information, please see Policy 514, “Bullying Prohibition” (*Appendix B*).

Busing

Bluffview contracts with District 861 for transportation services. Please use the following contact information to reach the district transportation office:

Director of Transportation: Casey Indra

903 Gilmore Avenue, Winona MN 55987

Telephone: 507-494-0810

Email: waps.transportation@winona.k12.mn.us

First Student is the pupil transportation contractor for Winona Area Public Schools. Their contact information is:

Location Contact: Sonia Flake 1160

Frontenac Drive

Winona MN 55987

507-961-2176

Email: sonia.flake@firstgroup.com

In August, the transportation office will mail transportation schedules to each eligible family with estimated pick-up and drop-off times.

Some children make transfers in order to get to school or home from school. The bus your child takes from Bluffview to their transfer point may be a different numbered bus than the bus they ride to school. It is helpful to write the bus number, parent’s name and telephone numbers on a card and place in your child’s backpack so that transportation staff can contact parents if needed.

You may follow your child’s bus the first few days of school to observe your child transferring to the right bus or exiting at the correct stop. Your child may not feel comfortable or understand the bus route as easily as an adult so please take the time to go over the bus route with them.

Please be aware that times will vary considerably the first two weeks of school. Thereafter, pick-up and drop-off times are set and children must be at the bus stop at least 5 minutes prior to the scheduled pick-up time.

Code of Conduct- Bus Behavior

Pupils transported in a school bus shall be under the authority of and responsible to the driver of the bus. Riding the bus is a privilege that can be revoked for inappropriate behavior. All students are expected to follow the same standards of behavior while riding a bus. All school rules are in effect while a student is waiting at a bus stop or riding the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with these policies. Drivers have the authority to assign a student to a seat when necessary. The driver of any school bus shall be responsible for the orderly conduct of the pupils

transported. Students are expected to conduct themselves appropriately and exhibit responsible behavior.

For more information about rules, consequences, and parent involvement, see Winona Area Public School's Policy 709, "Student Transportation Safety Policy" (*Appendix C*).

Calendar

Bluffview's School calendar correlates with the Winona Area Public Schools calendar. The 2022-2023 school year begins on Tuesday, September 6, 2022 and ends on Wednesday, June 7, 2023. Detailed monthly calendars are posted on our website.

Change of Address

Please notify the school office promptly concerning changes of address, phone numbers or emergency information, including email addresses. It is very important that we keep our records current.

Child Abuse Reporting

Under Minnesota law, the reporting of suspected physical abuse, sexual abuse and neglect is required of all educational and health care professionals. Bluffview staff members are mandated reporters and must comply with these reporting laws. The CPS phone number to report to is 507-457-6500.

Classroom Snack and Supply Fee

A Classroom Snack Fee will be assessed to each student enrolled at Bluffview. This \$50 fee is used to purchase daily snacks throughout the school year. Please remit this fee to the office by September 6, 2022.

Complaints

The normal channel for complaints concerning Bluffview Montessori School shall be made from parent, guardian, or student to the person directly involved and then, if necessary, to the administration and the Board of Directors. Every effort will be made to satisfy the complainant at the earliest level. Please use the **Incident Report** (See Appendix D) to initiate a formal complaint to administration or to the board of directors.

Contacting Teachers

During the school year, the office is open from 7:15 a.m. to 3:30 p.m. Teachers may or may not be reachable by telephone during the school day. However, parents are always welcome to leave a message on the teacher's voice mail or send an email. Teachers will check voicemail and email daily and will respond as soon as possible. Teachers are available to meet with parents or guardians before or after school by appointment.

Discipline and Behavior

Bluffview Montessori School participates in multiple programs that contribute to a positive learning environment for all students and staff. The foundation for these programs is based around the principles of PBIS (Positive Behavior Interventions and Supports), which is a proactive and interactive approach that establishes a positive culture and supports academic, social, and emotional success. It uses data-based decision making to align curriculum and behavioral supports for all students and staff. It is aimed at supporting a safe and effective school environment while preventing behavioral problems with students.

Bluffview promotes three basic values:

- **Respect yourself**
- **Respect others**
- **Respect the environment**

These values are incorporated into the daily lives of students and staff through both school wide and classroom components:

School Wide Components

- All school behavior expectation lessons are taught to all students for basic areas of the building that ALL children utilize, including the lunch area, bathrooms, hallways, playground, and peace circle/outside waiting area .
- Behavior matrices have been created for each of the basic areas of the school, and are displayed as reminders for students and staff of the expected behaviors.
- Each year, Bluffview utilizes a central theme to promote positive behavior. The 2022-2023 theme is “The Dot: Just Make a Mark and See Where It Takes You.”
- Bluffview Montessori has been designated as an International Peace Site, and celebrates International Day of Peace each year in October with an all school assembly and ongoing peace activities.
- Bluffview Montessori utilizes inspiring lessons, books, and materials developed by *The Virtues Project* and *Core Virtues* that encourages students and staff to develop a sense of compassion and integrity and promote acts of service and generosity. The lessons are given through a three year cycle and will include the following virtues during the 2022-2023 school year:

Respect & Responsibility	Perseverance	Stewardship
Service	Courage	Justice
Mercy	Humility	Wisdom

- School spirit and pride are encouraged through our school mascot, the Bluffview Explorer.
- Explorers of the Week are chosen every Wednesday from the Compass Slips that students have brought into the office. The Explorers are offered a “menu” of reinforcers to choose from, and a short article is written and shared in the Winona

Daily News.

Classroom Components

- Each classroom creates and displays their own Behavior Matrix that defines the behavior expectations throughout their daily schedules.
- Each class, along with their designated Peace Partners (all staff members that are not in general classrooms), participate in a monthly lesson and follow-up activities that promote the virtue of the month.
- Students making positive behavior choices and demonstrating actions representing the virtues that classrooms have learned may be recognized with a “Compass Slip.” Students bring their Compass Slips to the office, exchanging them for a blue sphere which is then placed in our globe. As the globe fills to the North Pole, special activities are planned celebrating the positive choices.

Discipline

Although students at Bluffview make many positive choices, it is understood that students will also make decisions and choices that allow them to learn and become more respectful and kind members of the community. Policy 506, “Student Discipline”, was revised during the 2021-2022 school year, and can be found in appendix E of this handbook and on the school website. A paper copy can also be obtained in the school office.

Teachers may choose to utilize M.A.P tickets or Office Discipline Reports to record student discipline issues.

- M.A.P. Tickets stand for “Make a Plan”, and were created to resemble a ‘warning’ ticket. They are given for minor infractions of the discipline policy. Staff members discuss the behavior that was observed with the individual student, reteach the appropriate behavior, and then make a plan with the student about making better choices in the future. If a student receives three MAP tickets, the office creates an Office Discipline Report, and further consequences may be assessed.
- Office Discipline Reports can also be written by staff members for behaviors that warrant a discussion with an administrator and possible consequences. Office Discipline Reports are entered into the SWIS Behavior Tracking Program that monitors school wide and individual student behavior trends. Data from the program are used by the school behavior team and staff for curriculum and instruction decisions, child study recommendations, and behavior monitoring.

Bluffview utilizes a variety of consequences, which can be found in the Discipline Policy. Consequences are given at the discretion of the administration. Students receiving an Office Discipline Report will, at minimum, visit with an administrator and may be asked to participate in “Compass University” during their lunch/recess or after school. “Compass University” is time spent in the office where students may be asked to discuss their choices, participate in a behavior lesson, or complete homework. Arrangements for after school time will be made with parents for E2 students and with the student for Erdkinder students.

Dual Reporting

The names and addresses of parents or guardians are included in a student’s file. In the case of a student whose parents’ marriage has been dissolved, a certified copy of the Order

of Dissolution, as well as any subsequent modification of the order, needs to be on file. Unless otherwise decreed in the order, information commonly made available to parents or guardians of any student will be provided to both parents and guardians.

Early Childhood Screening

Early Childhood Screening is a requirement of the State of Minnesota prior to admission to Kindergarten. The program is part of District 861's Child Find process to identify children with disabilities and the screenings are free of charge. The screening program runs from the end of September to the first of May. It is offered to all preschool children and includes vision, hearing, speech and developmental screening. A discussion with a school nurse will review the dental, nutritional and immunization status of the child. To schedule an appointment, please call 507-494-0913 or go to www.winonaschools.org/screening.

Electronic Devices

Students are prohibited from using electronic devices such as CD players, pagers, cellular phones, iPods, iPads, radios, etc. during the school day. If such devices are brought to school, they must remain in book bags and out of sight. Classroom teachers may also have a locked classroom cupboard for students to keep such devices in until the end of the day. If such devices are used or displayed during the school day, they may be confiscated. A parent or guardian will need to accompany their student to retrieve confiscated property.

Email List Serves

Bluffview maintains several email list serves for the use of parents and faculty. All families will be included in the **All School List Serve** unless the school is notified otherwise. If you do not wish to be included, please email your request to renknutson@bluffviewmontessori.org.

Enrollment

Bluffview Montessori School is a public school. Enrollment at Bluffview Montessori School is open to the entire community. We do not discriminate on the basis of race, color, creed, sex, or place of national or ethnic origin.

Open enrollment for the fall begins the previous January. Bluffview Montessori School accepts applications for student vacancies throughout the year. Public announcements regarding openings at each grade level are based on projected enrollment. If there are no vacancies, applicants will be placed on grade-specific waiting lists. Enrollment is solely dependent on space availability. Siblings of currently enrolled students and the children of faculty are given priority enrollment. See policy 540, "Admissions and Enrollment", on the Bluffview website for more information.

According to our charter agreement, all spaces in the charter school filled during open enrollment are drawn from waiting lists that are constructed by lottery (2nd week of Feb).

If space exists after this time, children are admitted from waiting lists that are built on a first-come, first-served basis. If there are more applications for a grade level than there are vacancies, a drawing will be conducted in accordance with the process specified in the charter agreement (Please refer to the school office for further information.)

Field Trips

Field trips utilize community resources to supplement the curriculum. All field trips will be chaperoned by teachers, staff members and parents. A *Field Trip Information Form* with a *Parent Permission Statement* will be distributed to students before each field trip. There may be a fee for field trips which helps defray entrance fees and/or transportation costs. Scholarships may be available for students when the fees for field trips create undue hardship for the family. Please contact the Head of School or office in this situation. If the permission slip is not returned by the due date, the student will not be permitted to attend the field trip.

All students are expected to take part in field trips. However, students who have demonstrated patterns of inappropriate behavior may be excluded from these experiences. A student may also forfeit field trip privileges if the student is so far behind in his/her studies that, in the judgment of teachers and administration, attending the field trip might have a detrimental effect on the student's academic achievement.

Parents or guardians that accompany students on field trips are required to complete a Volunteer Application and Background Check.

Gum and Candy

Gum and candy are prohibited in classrooms and on school grounds at all times.

Gym Shoes

Parents/guardians must provide non-marking rubber soled shoes (tennis shoes are suggested) for participation in Physical Education. Children are required to have this type of shoe available for use daily.

Harassment and Violence Prohibition

Bluffview Montessori School strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Bluffview Montessori School prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on Bluffview Montessori School's Policy 413, "Harassment and Violence Prohibition", is included in Appendix F.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to Bluffview Montessori School's Policy 503, "Student Discipline". Please see Bluffview Montessori School's Policy 526, "Hazing Prohibition" (*Appendix G*).

Inclement Weather

All school closings, delays in school openings or early dismissals due to inclement weather will be communicated on Winona and La Crosse radio and television stations, via text messaging and on our school website. Communications referring to the **Winona Area Public Schools** will pertain to Bluffview Montessori School as well. Parents and guardians should make advance arrangements for their children in the event of closings, delays or early dismissals.

Injury or Illness

If a child has a fever of 100 degrees Fahrenheit or above or is ill or injured, a parent/guardian or other authorized person will be notified. It is the expectation of the school that the child will be picked up from school within 20 minutes or as soon as possible. The parent/guardian or designated person must come into the school office and sign the child out before the child is permitted to leave school. If a child has a medical or dental appointment, the parent, guardian, or designated person must also come into the school office and sign the child out for the appointment. Under no circumstances, will a child be released from the school building until a parent, guardian, or designated adult signs the child out. The office staff will call the child's classroom when a parent or guardian arrives in the office.

If a parent or guardian feels that their child should not participate in Physical Education class for the day, they must submit a written excuse note to the office. A written excuse from a physician is required when a child cannot participate in Physical Education class for more than one day.

Inspection of Property

Individuals entering the premises of Bluffview Montessori School, whether students, employees or guests, are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthy environment, Bluffview Montessori School reserves the right, at its sole discretion, to conduct inspections of students and visitors who are on school property. The personal possessions of students, employees, and guests may be searched whenever the school administration has *reasonable suspicion* that the search will uncover evidence of a violation of law or of school rules.

Inspections may include: 1) lockers/cubbies; 2) knapsacks, briefcases, lunch bags, gym bags or similar devices brought onto or existing on Bluffview Montessori School premises; and 3) clothing (with appropriate safeguards for the individual's personal

privacy).

As soon as practical after the search of a student's personal possessions, the school administration must provide notice of the search to the student, unless disclosure would impede an ongoing investigation by police or the school administration.

Instructional Materials

All Montessori materials, novels and library books, textbooks, computers and other resource materials are supplied by Bluffview Montessori School. Teachers will present the appropriate use and care of these materials to their students. If through carelessness or intent, a student damages instructional materials or classroom furniture, a replacement cost will be assessed.

Instrumental Music Program

Students in Grades 5-8 are invited to participate in the instrumental music program. Our instrumental music program includes individual and/or group lessons and participation in an instrumental performance.

Internet Acceptable Use Policy

Bluffview has Policy 524, "Internet Acceptable Use and Safety", that applies to internet use at our school (*Appendix H*). The statement is included on yearly student information forms which must be filled out prior to each school year.

Library

The library offers a variety of materials available for check out by students and parents. Fines for overdue library books and replacement costs for lost or damaged books will be assigned by the librarian. The fines and replacement costs are expected to be paid in a timely fashion.

Lost and Found

Each year, mittens, sweaters, hats, boots and lunch boxes are turned into the *Lost and Found* and are never claimed. Labeling your child's articles of clothing, boots and shoes with permanent ink is strongly recommended. If your child has lost items of clothing, please make an effort to check the *Lost and Found* baskets, which are located in the front entranceway.

Unclaimed *Lost and Found* items will be donated to Winona Volunteer Services or Goodwill periodically. The loss of an article of value should be reported to the classroom teacher or to the office and items of higher value will be held in the office.

Lunch

Children's House will enjoy lunch in the Community Room. Elementary students will begin the year by eating in their classrooms. Erdkinder students will eat lunch in the

Hillview Eatery outside of their classroom. Table manners and courtesy are expected of all students. Similarly, students should demonstrate respect for cafeteria supervisors and obey their directives. Misbehavior during the lunch period may result in a student being denied the privilege of eating with his/her classmates or enjoying recess time.

Cold lunches may be brought from home. We encourage students who bring their lunch to include a variety of nutritious foods and drinks. Please do not send candy as a dessert. Soda pop and fast food are not allowed.

The use of recyclable containers is encouraged as they allow students to participate in learning how to limit waste in our environment.

Hot lunches are served daily. A monthly lunch menu will be published on the school's website. Milk, fruit and vegetables are included with all hot lunches. Breakfast is available for purchase at the rate of \$1.65 per student and lunch will be available for \$3.30 per meal. Breakfast for Kindergarteners is free. Each additional entrée for lunch is \$1.75.

See Appendix I for Policy 534, "Unpaid Meals Charges".

Multi-Cultural Assurances

No person at Bluffview Montessori School, shall on the grounds of race, color, age, sex, national origin or physical handicap, be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by Bluffview Montessori School.

Parent Teachers Association (PTA)-We are currently without a PTA

Communication and mutual support between teachers and parents/guardians within the Bluffview Montessori School Community is one key to a successful education program. For this reason, Bluffview Montessori School has an active Parent Teachers Association (PTA).

The PTA provides: 1) information to families that gives directions, ideas and activities that positively impact family life and encourage the development of values within the family; 2) service by organizing parents/guardians to do needed projects at school; 3) fundraising to meet the instructional needs of the school; 4) support in encouraging the educational programs of Bluffview Montessori School.

The PTA is open to all Bluffview parents and staff members. We encourage staff members and parents/guardians to volunteer their time when called upon and to attend all PTA sponsored events.

Payments

Children's House tuition, snack fees, and any other payments can be paid on our website (www.bluffviewmontessori.org/online_payment), in person, or mailed. Your child may deliver a payment to the office provided it is in an envelope marked with your family's name and the purpose for the payment. When writing a check, please make it payable to

Bluffview Montessori School and write the purpose of the check on the comment line. Unpaid balances may be turned over to a collection agency if requests for overdue payment are denied or avoided.

Placement of Students

While effort is made to accommodate preference requests for teachers or classroom placement, final decisions will be made by the faculty in order to best meet the needs of all students. Parent Input forms are available for the following Fall beginning in January. Parents are required to observe classrooms and fill out the form in order for their request to be considered. The due date is located on the form.

Recess and Play

When weather permits, students will go outside for recess. Teachers and office staff monitor the temperature along with the wind chill factor. The temperature guideline for going outside is zero degrees. The wind-chill factor will be taken into account and the general dampness of the day will also be considered. Children may use the school's playground equipment and we request that students do not bring their own personal toys or balls for use at school.

Reporting Student Progress

The school year is divided into quarters. Formal progress reports for each student will be issued at the end of each semester for students in Kindergarten through Grade Eight. Parent-teacher-student conferences are offered in the fall and the spring. In addition to these regular conferences, arrangements for other conferences may be requested by parents/guardians and teachers at any time during the school year.

Safety Drills

Each year, the school conducts various drills for the safety of both staff and students. We are required to conduct several (5) fire drills, lockdown drills (5) and severe weather drills (1) during the course of the year. We also have, as part of our school crisis plan, several procedures in case of a bomb threat, intruder inside our school and for an intruder outside the school. In addition, we have a plan for the evacuation of our school in case of emergencies such as: toxic chemical spill, loss of heat in winter, gas leak or a power loss, among other unforeseen situations.

As the staff and students evacuate the building, we will make sure that movement to and from the evacuation site is done in a safe and orderly manner. We will not conduct a drill in unsatisfactory weather. Each of these drills will provide our staff and students the opportunity to become proficient with these necessary procedures. If you have questions, please contact the school office.

If an emergency event occurs and students are not able to return to the school building, the school will inform parents or guardians where their children have been taken for shelter

via text messaging system and email. Our designated parent rally point is Sugar Loaf Ford at 1222 W Service Dr. Winona (near the Winona Mall parking lot.) Law enforcement will message reunification procedures to parents. A copy of our Emergency Plan is available in the office.

School Communication

In order to reduce the amount of paper we use each week, Bluffview encourages online communication between home and school. News and other information are accessible on the school website and we encourage you to utilize this method for receiving information from school. If you do not have internet access and require paper copies of school communication, please inform the office of your preference. Hard copies of certain items will be sent home and for that purpose, communication folders will be sent home each Wednesday. These folders will contain important information about school and community events. At the beginning of each year, each student will be given a vinyl folder that should last throughout the school year. Any all-school announcements and information will be given to the youngest or only child in the family. If students lose or willingly damage a vinyl folder they will be required to purchase new ones for \$1.35 each in the front office.

School Dress Code

The dress code of Bluffview Montessori School has been implemented for the purpose of fostering a more accepting atmosphere, free of societal prejudices and for developing a healthy self-concept for all students. Time, place and age dictate appropriate dress. Specific wear, though fashionable, may prove to be unacceptable in the school setting. Students are expected to be appropriately dressed and acceptably groomed for school at all times.

Shorts must be as long as the length of the child's fingertips when arms are hanging freely. Preferably shirts will cover the shoulders but tank tops are allowed provided the straps are 2 inches wide (about the width of 3 fingers).

Any accessory that draws undue attention to a student or poses a safety threat is not permitted. (E.g. excessive make-up, jewelry, hairstyles, unreasonable body jewelry).

Student dress should comply with reasonable standards of cleanliness and safety, be non-restrictive in movement and not disruptive to the operation of the school. Student dress should not be inappropriate or suggestive for students. (E.g. ads for alcohol, illicit or illegal drugs or tobacco, sexually explicit or demeaning statements.) Clothing that is seen as sexually, racially, religiously or morally offensive (or considered immodest or inappropriate in the opinion of the administration) must not be worn at Bluffview Montessori School. Students will be asked to remove offensive clothing and locate suitable replacements before being allowed to enter the school or return to the classroom.

No gang-related signing, insignia, colors, tattoos, paraphernalia or clothing may be communicated, worn or carried on school grounds or at school activities. Inappropriate items of dress may include but are not limited to gloves, bandanas, shoestrings, wristbands or chains of substantial length which could cause harm or are likely to cause others to feel intimidated.

Hats and other head coverings must be removed upon entering the school building and must be stored in student lockers/cubbies until dismissal. Hats/head coverings may be worn for specific instructional, safety, religious or medical reasons. Shoes and sandals worn must be safe and not make marks on the floors. *Heelys* (shoes with build-in skates) are prohibited.

Students are encouraged to wear play clothing. During the winter months, students will need a coat, boots, snow pants, mittens and a head covering. Students will go outside each day that the temperature and wind chill are above zero degrees Fahrenheit.

Children's House students are required to have a complete change of clothing, including socks and underwear. **Sandals, clogs or flip flops are not acceptable footwear** for Children's House students. Please mark your child's name on boots, coats and backpacks.

Please assist your children in selecting the proper clothing attire for the "daily" weather conditions, NOT for the weather that the present season should be dictating.

School Records

A permanent record for each student is kept on file in the school office. The records include the following information: progress reports, results of standardized tests, behavior and attendance records. A separate health record containing immunizations and screening reports is also kept on file for each student. A conference to review your child's file may be arranged by contacting the Head of School. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" (*Appendix J*). A complete copy of the Bluffview Montessori School's Policy 515, "Protection and Privacy of Pupil Records", may be viewed on the school website or obtained in the school office.

School Website

Bluffview Montessori School maintains an interactive WEB site at the following URL:

<http://bluffviewmontessori.org>

Section 504 Coordinator

Each year, Bluffview designates a 504 coordinator. The Bluffview board of Directors designated Henry Schantzen, Head of School, the 504 coordinator beginning July 1, 2022.

Contact information: Henry Schantzen
1321 Gilmore Avenue
Winona, MN 55987
507-452-2807 ext. 114

The Coordinator is responsible for all Section 504 matters pertaining to identification, evaluation and placement as well as disability discrimination.

What is Section 504?

Section 504 is a federal anti-discrimination law that protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the US Department of Education. Recipients of this federal financial assistance include public school districts, institutions of higher education and other state and local agencies. It requires a school district to provide a “free and appropriate education, (FAPE) to each qualified student with a disability who is in the recipient’s jurisdiction, regardless of the nature or severity of the student’s disability.” Under Section 504, FAPE is providing of regular or special education and related aids and services that are designed to meet the needs of individuals with disabilities as adequately as the needs of individuals without disabilities are met.

Security

In order to keep the school building secure, all doors are locked during school hours. Please ring the doorbell at the front entrance to gain admittance. All visitors must check in at the school office and receive a visitor or volunteer badge.

Snowballing

Making and throwing snowballs (snowballing) and stones is not permitted on the school premises. The bodily dangers involved and risks of permanent injury are too great.

Special Committees

A number of special committees operate throughout the year to provide advice and guidance to the board of directors and administration. Parents, teachers, administrators, and board members have many chances to give time and talent to Bluffview Montessori School by serving on these committees. Committee meeting dates appear on the school calendar.

Student Health Program and Information

The Bluffview Montessori School student health program follows state and local guidelines. To help your child succeed in school, please insure that your child gets regular and adequate sleep, exercise, and a balanced diet.

When your child has contacted a communicable disease, please notify the school nurse immediately. Such diseases include: Covid-19, AIDS, chicken pox, monkey pox, whooping cough, fifth’s disease, lice, measles, meningitis, mumps and pink eye.

If your child has a fever of 100 degrees Fahrenheit or above, rash, diarrhea, vomiting, or a cough with a fever, please keep him/her home. For the most up to date information about when to keep your child home in regards to Covid-19, please see the Bluffview Covid Protocols on the website. Children who have been vomiting may not attend school for 24



hours. Children need to be fever-free for 24 hours (without the use of fever reducing medication) in order to return to school. If you do not have a thermometer at home, signs and symptoms that may indicate your child has a fever include chills, feeling very warm to the touch, having a flushed appearance, or sweating.

Strep throat must be treated with an antibiotic for 24 hours before your child returns to school. Often a day at home and bed rest will prevent more serious illness and encourage more rapid recovery.

In case of an accident or if your child becomes ill at school, the school will contact you. If the injury or illness appears detrimental to your child or any other child's health, you will be called to pick up the child within twenty minutes. **It is very important that we have a daytime telephone number where you can be reached.** Please update the office when emergency information changes.

A cooperative effort between parents and school health services helps promote good health for all students. Please do not hesitate to email the school nurse at any time with your questions or information regarding your child's health.

Immunizations

In accordance with the School Immunization Law, students are required to provide an immunization record showing they have received the proper immunizations against diphtheria, tetanus, pertussis, measles, mumps, rubella, and polio (The state may add other immunizations to the ones listed.) If your child has a medical reason for not being immunized or if you conscientiously object to any or all immunizations, you are required to have a signed and notarized statement on file at school. The school may permit a thirty-day grace period for students transferring into school. All others are expected to be in compliance on the first day of school. See Appendix K.

Inhalers



In 2001 the Minnesota Legislature passed a law that allows for students in public schools to carry their own inhalers if they are prescription medications for asthma. Bluffview Montessori School believes that it is in the best interest of students with asthma to move toward independent management of asthma during their school years. It is critical however, that inhaled medications be self-administered safely, carefully and accurately. Bluffview Montessori School allows a student to carry his/her inhaler following the criteria listed below.

- The inhaler must be properly labeled for the student (name, name of medication, dosage, time, and route)
- A parent or guardian must provide a written authorization permitting self-administration and possession of an inhaler.
- The physician prescribing the medication must provide a written order.
- The school Nurse must assess the student's knowledge and ability to safely possess

- and use an inhaler at school.
- The student must keep a written record of its use at school.

Medications

Medications may be given at school, when necessary. Several conditions must be met in order for medications to be given safely:

- All medications require a physician's order and written parental permission (Obtaining a physician's order often does not require a doctor's visit.) The order may be faxed to school (507-452-6869). These requirements must also be met for Tylenol, Advil, Aspirin, and other over-the-counter medications.
- All prescription medications must be in the original labeled container. Local pharmacies will provide a second labeled container at no charge. Over-the-counter medications must be in the original box.
- An adult must bring medications to the school.
- Medications (other than inhalers) must be administered by the school Nurse or other designated employees.

See Appendix L.

Student Publications and Materials

Bluffview Montessori School's policy is to protect students' free speech rights while, at the same time, preserving Bluffview Montessori School's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the Head of School and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval. See Policy 505, "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" (*Appendix M*).

Distribution of Nonschool-Sponsored Materials on School Premises

Bluffview Montessori School recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to Bluffview Montessori School regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see Policy 505, "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" (*Appendix M*).

School-Sponsored Student Publications

Bluffview Montessori School may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism,

or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to Bluffview Montessori School editorial control over the style and content when Bluffview Montessori School's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Student Surveys

Occasionally, Bluffview Montessori School utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" (*Appendix N*). A complete copy of Bluffview Montessori School's Policy 520, "Student Surveys", may be obtained on the Bluffview website or from the front office

Tardiness

Tardiness is defined as a late arrival or early departure from school. Tardiness interferes with a student's academic progress and is a disturbance to the other students and teacher in the learning environment. Students should be at school and in their classroom by 7:45 a.m.

Students arriving after 7:45 a.m. will be considered tardy. A tardy student must check in at the office in order to be admitted into their classroom. Arrival after 8:05 a.m. will result in a half day absence. Leaving school prior to 1:45 p.m. is also considered a half day absence. See Policy 503, Student Attendance, for the policy regarding tardiness (*Appendix A*).

Telephone Use

Office staff will not deliver messages to children on behalf of their parents except in the case of emergency or urgent change of after school arrangements. Similarly, barring an emergency situation, a student will not be called to the telephone or be able to use the telephone during school hours. The telephone is not intended for the general use of students and after school arrangements should be made prior to school.

Testing

Standardized tests are used to determine academic achievement levels and to evaluate the curriculum presented in accordance with our charter agreement and with the requirements of the State of Minnesota Department of Education.

The Minnesota Comprehensive Assessments are administered to students in Grades 3-8 in the spring. These tests are used to evaluate school and student progress towards meeting state standards. When MCA test results arrive in the summer, parents or guardians will be notified and may pick them up at school. Shortly thereafter, any remaining test results will be available for pick up at conferences.

In addition to these standardized tests, specific reading skills of all students are assessed three times each year to determine individual progress toward benchmarks for each grade level. These benchmark assessments are administered fall, winter and spring using the Fastbridge assessment system. Students are not graded on these assessments; they are used as indicators of overall reading achievement.

The Fastbridge assessment is administered to students in Grades Pre-K-8 in the fall, winter and spring in the areas of math and reading. Students in grades Pre-K-8 will also be tested using the Fastbridge assessment for Math mid-year as a benchmark test for our Math Intervention program.

Data from these assessments provides a framework to determine instructional strategies that are responsive to each student's academic progress.

To opt out of state testing, please review and fill out the form in Appendix O.

Title IX Statement of Non-Discrimination

Bluffview Montessori School does not discriminate on the basis of sex in its education program or activities, including in employment, as required by Title IX. Any questions regarding Title IX may be referred to the Title IX Coordinator, Sherry Lohmeyer, at (507) 452-2807 or slohmeier@bluffviewmontessori.org.

Tobacco-Free Schools

Bluffview Montessori School students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in Bluffview Montessori School, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in Bluffview Montessori School, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to Bluffview Montessori School discipline. For detailed information on Bluffview Montessori School's Policy 419, "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention

Instruction”, see Appendix P.

Tuition

Children’s House tuition payments are due on the last day of each month. Failure to pay past due amounts may result in the dismissal from Children’s House or child care services. Students will not be allowed to begin school in the fall until the previous year’s account is current or payment arrangements have been made. For more information, please see Policy 755, Accounts Receivable”, on the Bluffview website.

Type III School Bus (Faculty provided) Transportation

Faculty members may use their vehicles to transport students for field trips and other off-campus school activities. When doing so, their vehicles become Type III School Buses and their use is subject to state laws and regulations. For instance, seat belts must be provided for each child in the car or van, and if the car or van has a passenger air bag, the student must sit in the back seat. Students cannot be transported in a convertible or the back of a pick-up truck.

All Type III School Buses must have safety equipment and a pre-trip inspection log aboard. Bluffview’s safety “go-kits” and pre-trip inspection forms are available from the Head of School.

Visitors

We encourage interest on the part of parents and community members in our school programs and student activities. Therefore, we welcome visits to school provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements of the school. We recognize the importance of maintaining an environment that is safe for students and staff and free of activity that may be disruptive to the student learning process or employee working environment.

Parents or guardians are welcome to visit Bluffview Montessori School at any time. In order to maintain the integrity of our Montessori program and protect the student work cycles, classroom observations will be limited to one adult (at a time) per environment.

Observations may be scheduled between October and April of each school year. Please call the school office to make arrangements to visit.

- All visitors must present themselves to the office to gain permission and a visitor’s identification badge in order to enter the school building.
- Bluffview employees must courteously approach any visitor without a visitor’s identification badge and direct him/her to the school office
- If deemed necessary by the Head of School, a visitor may be required to be accompanied by an escort while in the school building.
- Permission shall be required only during times when school is in session, which includes afterschool activities and shall be for the purpose of preventing

interruption of normal school functions.

Volunteers

Volunteers play an important role in the success of Bluffview Montessori School. Please consider sharing your special talents, interests and time with the students and staff of our school. We urge you to contact your children's classroom teachers or the school office for information about possible volunteer opportunities. Regular volunteers who work with students will be asked to complete a volunteer application and must have a background check completed prior to volunteering. In addition, volunteers providing transportation to and from field trips must provide their driver's license and insurance information to the school.

Withdrawals

The following applies to students who transfer from Bluffview Montessori School:

- 1) The school office should be notified in advance if parents are planning to transfer their child to a different school.
- 2) A *Record Release Form* must be completed by the parent or guardian to allow the transfer of student records.
- 3) Official school records are not given to parents or guardians but are forwarded directly to the receiving school.
- 4) If Children's House tuition has been paid in full and the child transfers, a pro-rated refund will be given. Remaining lunch money will be returned if a child transfers to another school.

Appendix A – Student Attendance

POLICY 503 STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures

uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statute Section 120A.22, the students of Bluffview Montessori School are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and Bluffview Montessori School standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse. Excuses must be received within two (2) business days or they will be recorded as unexcused absences.
- b. A parent or guardian may clear three (3) days per month and a total of 12 per school year while school is in session. Absences directly related to the COVID-19 pandemic, such as isolation due to the illness of the student or a student's family member, or quarantine due to exposure, will be cleared. Subsequent 503: 3 clearances for illnesses require verification by a valid health care professional or administrative approval. Student attendance will be monitored to detect patterns of excessive excused absences so that appropriate intervention action takes place.
- c. A school reserves the right to accept or deny any request for an excused absence
- d. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.

- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip, other school-sponsored outing, or non-school related extracurricular activity.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.
- (13) Impassable roads or weather making travel unsafe.
- (14) Five (5) days maximum for vacation purposes. (Requests must be in writing and submitted to a school administrator prior to vacation)
- (15) Any and all directed quarantines or isolations in following MDH guidelines.
- (16) Observation of religious holidays.

e. Consequences of Excused Absences

- (1) 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.
- (2) Upon returning to school, work missed because of absence must be made up within a time frame deemed acceptable by the teacher. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the Head of School or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

- a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or Bluffview Montessori School.
- (2) Any absence in which the student failed to comply with any reporting requirements of Bluffview Montessori School's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family that exceed 5 school days or are not excused by administration before the absences occur.
- (6) Personal trips to schools or colleges.
- (7) Any other absence not included under the attendance procedures set out in this policy. Other absences considered unexcused may include, but are not limited to:
 - (1) visiting relatives/friends (2) overslept (3) hunting (4) child is not immunized (5) helping at home (6) work (7) too tired (8) missed the bus (9) cold weather (10) shopping (11) staying home to care for a family member.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes Sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
- (3) 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.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:

Number of Unexcused Absences Within School Year (2 half days will equal 1 full day)	School's Response
3	School Official to contact parent by phone or letter

5	The Attendance Personnel may refer parent/guardian and student to Winona County Restorative Justice Program (grades 7-12)
7	The Attendance Personnel may file educational neglect or truancy charges against the parent/guardian and juvenile.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office.
- b. At 8:05, a tardy will be recorded as a half day absence.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Elementary students with unexcused tardies shall be subject to consequences in the following manner:

Number of Unexcused Tardies	School's Response
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5 within a month	School Official to contact parent by phone or letter
7 within a month	A parent conference will be held with the Head of School and or/Attendance Personnel
9 within a month	The Attendance Personnel may refer parent/guardian and student to Winona County, (507) 457-6500
30 within a school year	The Attendance Personnel may refer parent/guardian and student to Winona County, (507) 457-6500

- c. Middle school and high school students with unexcused tardies shall be subject to consequences in the following manner:

Number of Unexcused Tardies	School's Response
5 within a month	School Official to contact parent by phone or letter
7 within a month	A parent conference will be held with the Head of School and or/Attendance Personnel

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. A student must be present in school for the entire day in order to participate in any extracurricular activity and/or school-sponsored on-the-job training program, unless excused per medical or court reason, he/she must present a written statement clearing the student for participation that day.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by Bluffview Montessori School to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the Head of School.

IV. DISSEMINATION OF POLICY

- A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in the Head of School's office.
- B. Bluffview Montessori School will provide annual notice to parents of Bluffview Montessori School's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes Section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes Section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes Section 120A.05, without valid excuse within a single school year for:

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

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes Section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

- 1. That the child is truant;
- 2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
- 3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes Section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes Section 120A.34;
- 4. That this notification serves as the notification required by Minnesota Statutes Section 120A.34;
- 5. That alternative educational programs and services may be available in the child's enrolling or resident district;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes Section 260C.201; and

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. The Bluffview Montessori School attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes Chapter 260A.

Appendix B – Bullying Prohibition

POLICY 514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. Bluffview Montessori School 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 Bluffview Montessori School and the rights and welfare of its students and is within the control of Bluffview Montessori School in its normal operations, Bluffview Montessori School intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist Bluffview Montessori School in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on Bluffview Montessori School property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of Bluffview Montessori School or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off Bluffview Montessori School property and/or with or without the use of Bluffview Montessori School resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of Bluffview Montessori School shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with Bluffview Montessori School's policies and procedures, including Bluffview Montessori School's discipline policy (See Policy 506). Bluffview Montessori School may take into account the following factors:
1. The developmental ages and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on Bluffview Montessori School property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on Bluffview Montessori School property, at school functions or activities, or on school transportation” means Bluffview Montessori School 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 Bluffview Montessori School purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. Bluffview Montessori School 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, Bluffview Montessori School does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent

prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate Bluffview Montessori School official designated by this policy. A person may report bullying anonymously. However, Bluffview Montessori School may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. Bluffview Montessori School encourages the reporting party or complainant to use the report form available from the Head of School or available in the school office, but oral reports shall be considered complaints as well.
- C. The Head of School, or the Head of School’s designee, (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to Bluffview Montessori School human rights officer or the Head of School. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Head of School or Bluffview Montessori School’s human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by Bluffview Montessori School shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. Bluffview Montessori School personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any

report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. Bluffview Montessori School 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 Bluffview Montessori School's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. BLUFFVIEW MONTESSORI SCHOOL ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, Bluffview Montessori School shall undertake or authorize an investigation by the building report taker or a third party designated by Bluffview Montessori School.
- B. The building report taker or other appropriate Bluffview Montessori School officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, Bluffview Montessori School will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. Bluffview Montessori School action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See Policy 506) and other applicable Bluffview Montessori School policies; and applicable regulations.
- E. Bluffview Montessori School is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of Bluffview Montessori School. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, Bluffview Montessori School shall, when

determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. Bluffview Montessori School shall discuss this policy with school personnel and volunteers and provide appropriate training to Bluffview Montessori School personnel regarding this policy. Bluffview Montessori School shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with Bluffview Montessori School. Bluffview Montessori School or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. Bluffview Montessori School shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other

prohibited conduct in school;

4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. Bluffview Montessori School annually will provide education and information to students regarding bullying, including information regarding this Bluffview Montessori School policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of Bluffview Montessori School is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. Bluffview Montessori School may implement violence prevention and character

development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- G. Bluffview Montessori School shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. Bluffview Montessori School may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See Policy 515) in the student handbook.

VIII. NOTICE

- A. Bluffview Montessori School will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the Bluffview Montessori School office.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with Bluffview Montessori School.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the Bluffview Montessori School website.
- F. Bluffview Montessori School shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

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

Appendix C – Student Transportation

(Winona Area Public Schools Policy) 709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

This policy specifically applies to Winona Area Public School District students and staff, however, applicable sections can and may be enforced by non-WAPS schools for the purposes of equitable and consistent access to school transportation.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school Transportation Director that all students enrolled in grades K through 10 have received the appropriate training.
11. The district will also provide applicable bus safety training for preschool students that utilize transportation.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures or the nonpublic/charter school policies and procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's Transportation Director. Serious misconduct may be reported to local law enforcement.
 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office.

2. Rules at the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.
- k. Large objects such as golf clubs, skis, hockey sticks, skateboards and large musical instruments (ie. tuba, drums, etc.) are not allowed on the bus.

1. Use the bus for transportation to and from school only. Transportation will NOT be provided for students to attend club meetings, medical appointments, parties, jobs, etc. It is not allowable to bring friends home from school on the bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. Students are expected to follow the same standards of behavior while riding a bus as when in school or at a school sponsored activity. Consequences for school bus/bus stop misconduct will apply from the time a student arrives at the bus stop prior to boarding the bus, until the student leaves the bus stop after exiting from the bus at the end of a school day or event. Discipline related to school bus behavior is the responsibility of the building principal or other designated administrator, and consequences of school bus misbehavior shall not be imposed by the bus driver or bus operations unless the safe and efficient operation of the bus is compromised. The term "bus stop" includes bus transfer points.

The school must notify parents/guardians of any disciplinary action taken against their child, including the nature of the misconduct and the specific consequence imposed within 24 hours. If bus riding privileges are suspended, parents/guardians must be notified by the school administrator before the student would normally next board the bus. Parents/Guardians are encouraged to contact their child's school to resolve issues of misconduct.

(1) Students (PreK-12)

1st offense – Verbal warning

2nd offense – Written Warning/notification of parents/guardians

3rd offense – Meeting with parents/guardians/school-day suspension(s) from riding the bus assigned at the administrator's discretion.

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(2) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(3) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(4) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(5) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(6) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed. The bus driver will contact and inform the bus company official of the infraction and immediately safely park the bus to await arrival of law enforcement, bus company and/or school officials. School officials will attempt to locate parents/guardians or other designated adult to pick up their child immediately. Law enforcement may take custody of the student at a designated location. Law enforcement and the school principal or district transportation personnel will collectively decide if the child is taken home by the officer, to the school, or another facility. The driver will continue the route to completion after the student is taken by the appropriate office.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;

2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.
8. Provide transportation for students needing to get large objects to and or from school. Examples are: golf clubs, skis, hockey sticks, skateboards, or other large school projects.
9. Have a plan in place in case the bus is later or if there is a late start or early dismissal at school.
10. Parents/Guardians are responsible for the safety of their children up until the time the bus arrives.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus, who has a Minnesota commercial driver's license suspended, revoked, or canceled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation

purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.

9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents/guardians may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.

- b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
- (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in "park" during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.

- d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for ~~5~~ seven (7) years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction; or who sustains seven (7) convictions within a ten (10) year period is precluded from operating a type III vehicle for 5 years from the date of the last conviction; or who sustains ten (10) total convictions is precluded from operating a type III vehicle indefinitely.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under a separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student's name and address;
 - 2. the nature of the student's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION DIRECTOR

The school board has designated an individual to serve as the school district's school Transportation Director. In Winona Area Public Schools, this individual is the Transportations Director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety coordinator will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle,

or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents/guardians, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Appendix D – Incident Report

Bluffview Montessori School

CS 4001 Winona MN

Incident Report

Today's Date: _____

Name of person completing this form: _____

Individual involved: _____ Date of incident: _____

If this involves an interaction between you and the named individual, have you made an attempt to resolve the dispute?

☐ YES ☐ NO

(Please explain your answer below.)

If this involves an interaction between you and the named individual, are you open to meeting jointly with the administration and the employee to resolve the problem?

☐ YES ☐ NO

Describe the incident: _____

(Please attach additional pages as necessary.)

For administrative use only

Disposition:

☐ Resolved with reporting party ☐ Resolved with offending

☐ party Planned action: _____

This report shall be maintained in the administrator's file for one (1) year.

Administrator Signature

Date

Reviewed by Board Chair

Date

Appendix E: Student Discipline and Notice of Suspension

POLICY 506 STUDENT DISCIPLINE AND NOTICE OF SUSPENSION

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with Bluffview Montessori School's expectations for student conduct. Such compliance will enhance Bluffview Montessori School's ability to maintain discipline and ensure that there is no interference with the educational process. Bluffview Montessori School will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of Bluffview Montessori School is that a fair and equitable school-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of Bluffview Montessori School administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of Bluffview Montessori School.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within Bluffview Montessori School and supports all personnel acting within the framework of this discipline policy.
- B. School Administrators: Head of School and Assistant Head of School. The school administrative staff shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The Head of

School shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy. School administrators shall consult with parents of students conducting themselves in a manner contrary to the policy and involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. If necessary, the school's Restrictive Procedures Plan may be implemented.

- C. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Other Bluffview Montessori School Personnel. All Bluffview Montessori School personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the Head of School. A school employee, school bus driver, or other agent of Bluffview Montessori School, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- E. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- F. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- G. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable Bluffview Montessori School policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by Bluffview Montessori School. 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. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for Bluffview Montessori School purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. Bluffview Montessori School 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 unacceptable behavior subject to disciplinary action at these locations and events, Bluffview Montessori School does not represent that it will provide supervision or assume liability at these locations and events. 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 Bluffview Montessori School 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. Violation of Bluffview Montessori School's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of Bluffview Montessori School's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of Bluffview Montessori School's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of Bluffview Montessori School's Weapons Policy;
14. Violation of Bluffview Montessori School's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. 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;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. 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;

19. Violation of any local, state, or federal law as appropriate;
20. 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;
21. Violation of Bluffview Montessori School's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or Bluffview Montessori School's Code of Conduct for Bussing;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of Bluffview Montessori School's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Possession or distribution of slanderous, libelous, or pornographic materials;
28. Violation of Bluffview Montessori School's Bullying Prohibition Policy;
29. 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;
30. Criminal activity;
31. Falsification of any records, documents, notes, or signatures;
32. Tampering with, changing, or altering records or documents of Bluffview Montessori School by any method including, but not limited to, computer access or other electronic means;
33. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
34. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other Bluffview Montessori School personnel;

35. Violation of Bluffview Montessori School's Harassment and Violence Policy;
36. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other Bluffview Montessori School personnel, or other persons;
37. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
38. 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;
39. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
40. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
41. 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;
42. Violation of Bluffview Montessori School's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
43. Violation of Bluffview Montessori School's one-to-one device rules and regulations;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by Bluffview Montessori School, which are disruptive of the educational process or dangerous or detrimental to the student or other students, Bluffview Montessori School 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 Bluffview Montessori School or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of Bluffview Montessori School is 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 Bluffview Montessori School. At a minimum, violation of Bluffview Montessori School rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. Bluffview Montessori School shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as

determined by Bluffview Montessori School. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, Assistant Head of School, Head of School, counselor, or other Bluffview Montessori School personnel, and verbal warning;
- B. Confiscation by Bluffview Montessori School personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any Bluffview Montessori School policy, rule, regulation, procedure, or state or federal law. If confiscated by Bluffview Montessori School, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by Bluffview Montessori School.

VIII. REMOVAL OF STUDENTS FROM CLASS

The classroom teacher shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parent/guardian. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity for a period of time not to exceed five (5) days, pursuant to this discipline policy.

A. Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including Bluffview Montessori School employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which, in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the Head of School, in consultation with the teacher.

B. If a student is removed from class more than ten (10) times in a school year, Bluffview Montessori School shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student From a Class

When a teacher determines that the student's behavior meets district grounds for removal from class, the teacher will immediately communicate with school administration concerning the problem;

Upon receiving the information:

Depending on the severity of the problem, the teacher may:

1. direct the student to report to the office or other designated area;

2. request School Administrator or their designee to come to the class to remove the student, or
3. after securing the supervision for his or her class, escort the student to the office.

After removal from class exceeds one half-hour, parents or guardians will be notified;

Records of disciplinary action will be kept in the district student management system;

The student will be provided required class work;

School Administrator or their designee will be responsible for the student.

D. Responsibility for and Custody of a Student Removed From Class

The student, individually or with a staff escort, as determined by the teacher and/or administration, will report to a school administrator's office or other area as designated by an IEP or equivalent;

The student will discuss the reason for removal with the School Administrator or their designee. Readmission plans may be established by the student and the principal or designee. Depending on the length of removal or reason for removal, a student may be required to continue class work.

Until the School Administrator or their designee is contacted, the teacher retains responsibility for the student. Upon administrator/designee notification, the responsibility of the removed student shifts to the school administrator or their designee.

E. Procedures for Return of a Student to a Class From Which the Student Was Removed

Prior to the return to class, the school administrator will meet with the student and parent/guardian to discuss the expectations for the return to class. Depending on the reason for removal from class, the administrator may determine that the student can return to class and discuss with the parent/guardian at a later time.

If warranted, there may be a readmission plan discussed and written by school administration, parent/guardian, student, and classroom teacher.

F. Procedures for Notification

The school administrator or their designee will communicate concerns, violations, and misconduct to parents using appropriate means (email, phone, in-person meetings, etc.)

G. Disabled Students; Special Provisions

The school administrator or their designee will meet with the case manager or special education coordinator prior to assigning appropriate consequences to students with disabilities or those who have special provisions.

Teachers or staff members who have concerns regarding a student in need of educational or behavioral assistance should consult with a school administrator or their designee.

H. The Pupil Fair Dismissal Act shall apply to all students with disabilities.

1. If it becomes necessary to suspend a student with a disability for more than five (5) consecutive school days, or ten (10) cumulative days within a school year, a team meeting must occur.
2. In the case of an exclusion or expulsion of a student with a disability, a team meeting shall be held prior to the exclusion or expulsion. The team shall consist of a minimum of an administrator (or designee), the regular education teacher, a special education teacher who is providing direct service, and/or the case manager. Other team members may be added as appropriate. The team shall:
 - a. Determine whether the misconduct is related to the disability,
 - b. Review any assessments and determine the need for further assessment, and
 - c. Review the Individualized Educational Program (IEP) and amend the goals and objectives to develop an alternative IEP program.
3. A student may be placed, through a team meeting and the IEP, in a more restrictive alternative, but shall not be excluded or expelled when the misconduct is related to the student's disability.
4. When it is determined in a team meeting or a Pupil Fair Dismissal Act hearing that a student's misconduct is related to the disability, the assessment, IEP, and least restrictive alternative shall be reviewed according to the existing state and federal regulations.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

The child study team will serve as the chemical abuse pre-assessment team.

All chemical concerns of students shall be reported to the Assistant Head of School or Head of School.

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

1. Administrators will determine appropriate action based on specific violations.
2. Reasonable force may be used as a last resort by an administrator or a teacher in restraining students for their protection or the protection of others in situations where potential danger to either a staff member or other students exists. Every effort will be made to initiate the school's Crisis Prevention Team to assist when possible. Corporal punishment shall not be an acceptable form of discipline in the school.
3. Disciplinary action taken may include:

- a. Student warning.
- b. Conference with teacher, counselor, administrators, and/or parent.
- c. Removal from class.
- d. After-school detention.
- e. Loss of school privileges.
- f. Modified school programs in accordance with due process.
- g. Referral to school specialists, community agencies, or law enforcement authorities.
- h. Dismissal, suspension, exclusion, or expulsion.

K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

- 1. The district is committed to fostering family/school partnerships.
- 2. Parents or Guardians are encouraged to attend school orientation activities prior to, or near, the start of the school year, and parent teacher conferences throughout the year.
- 3. When behavior is deemed inappropriate, school personnel will make a reasonable attempt to notify parents in a timely manner.

L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

- 1. Each school provides a system of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

Services available for early detection of behavioral problems may include:

- a. The Child Study Team;
- b. Counseling Support Services;
- c. School Psychologist;
- d. Special Education Personnel; and
- e. Social Work and Mental Health Care Workers.

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

Bluffview Montessori School shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

Bluffview Montessori School shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including Bluffview Montessori School employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the Head of School with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, Bluffview Montessori School shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child

neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where Bluffview Montessori School is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the Head of School or the Head of School's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.

8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of Bluffview Montessori School's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. Bluffview Montessori School shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by Bluffview Montessori School, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. Bluffview Montessori School shall record the hearing proceedings at Bluffview Montessori School expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. Bluffview Montessori School shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent Bluffview Montessori School in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by Bluffview Montessori School. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all Bluffview Montessori School records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any Bluffview Montessori School employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for Bluffview Montessori School.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after

receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. Bluffview Montessori School shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. Bluffview Montessori School must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in Bluffview Montessori School.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, Head of School or other Bluffview Montessori School official may provide additional notification as deemed appropriate.

In addition, Bluffview Montessori School must report, through the MDE electronic reporting system, each physical assault of a Bluffview Montessori School employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or

resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of Bluffview Montessori School is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable Bluffview Montessori School policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, Bluffview Montessori School will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that Bluffview Montessori School had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, Bluffview Montessori School shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

Bluffview Montessori School may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. Bluffview Montessori School may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

Bluffview Montessori School will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in the Head of School's office.

XVI. REVIEW OF POLICY

The Head of School and representatives of parents, students and staff in the school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the Head of School for consideration by the school board, which shall conduct an annual review of this policy.

Appendix F – Harassment and Violence

POLICY 413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of Bluffview Montessori School is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. Bluffview Montessori School prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other Bluffview Montessori School personnel harasses a student, teacher, administrator, or other Bluffview Montessori School personnel or group of students, teachers, administrators, or other Bluffview Montessori 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, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, Bluffview Montessori School personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of Bluffview Montessori School.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other Bluffview Montessori School personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other Bluffview Montessori School personnel or group of students, teachers, administrators, or other Bluffview Montessori 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, including gender identity or expression, or disability.
- D. Bluffview Montessori School 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, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other Bluffview Montessori 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, including gender identity or expression, 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. “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.
 2. “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.
 3. “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.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.

5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “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.
 7. “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. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other Bluffview Montessori 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 sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

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

H. 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, including gender identity or expression, or disability.

IV. **REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or 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, including gender identity or expression, or disability by a student, teacher, administrator, or other Bluffview Montessori School personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other Bluffview Montessori School personnel or group of students, teachers, administrators, or other Bluffview Montessori School personnel should report the alleged acts immediately to an appropriate Bluffview Montessori School official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, Bluffview Montessori School may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. Bluffview Montessori School encourages the reporting party or complainant to use the report form available from the Head of School or available from the Bluffview Montessori School office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the Bluffview Montessori School human rights officer or to the Head of School. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Head of School or the Bluffview Montessori School human rights officer by the reporting party or complainant.
- D. In the Bluffview Montessori School Building. The Head of School, the Head of School's designee, the human rights officer(s), or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult Bluffview Montessori School personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Head of School or the Bluffview Montessori School human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. Bluffview Montessori School personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the Bluffview Montessori School human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Assistant Head of School as the Bluffview Montessori School human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the human rights officer, the complaint shall be filed directly with the Head of School.
- H. Bluffview Montessori School shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. Bluffview Montessori School 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 Bluffview Montessori School's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with Bluffview Montessori School's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from Bluffview Montessori School property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of Bluffview Montessori School, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by Bluffview Montessori School officials or by a third party designated by the Bluffview Montessori School.
- 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, Bluffview Montessori School 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, Bluffview Montessori School may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other Bluffview Montessori School personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. Bluffview Montessori School human rights officer shall make a written report to the Head of School upon completion of the investigation. If the complaint involves the Head of School, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. BLUFFVIEW MONTESSORI SCHOOL ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, Bluffview Montessori School 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. Bluffview Montessori School action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable Bluffview Montessori School policies and regulations.
- B. Bluffview Montessori School is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of Bluffview Montessori School. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, Bluffview Montessori School shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

Bluffview Montessori School will discipline or take appropriate action against any student, teacher, administrator, or other Bluffview Montessori School personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, 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. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

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 Bluffview Montessori School 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 the school building in areas accessible to students and staff members.
- B. This policy shall be given to each Bluffview Montessori School employee and independent contractor who regularly interacts with students at the time of initial employment with Bluffview Montessori School.
- C. This policy shall appear in the student handbook.
- D. Bluffview Montessori School will develop a method of discussing this policy with students and employees.
- E. Bluffview Montessori School 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, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Appendix G – Hazing Prohibition

POLICY 526 HAZING PROHIBITION

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 Bluffview Montessori School and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of Bluffview Montessori School shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of Bluffview Montessori School 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. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with Bluffview Montessori School's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from Bluffview Montessori School property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. 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.
- I. Bluffview Montessori School 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 Bluffview Montessori School who is found to have violated this policy.

III. DEFINITIONS

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of Bluffview Montessori School policies or regulations.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school premises or Bluffview Montessori School property, or at school functions or activities, or on school transportation” means all Bluffview Montessori School 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 Bluffview Montessori School purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. Bluffview Montessori School 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 hazing at these locations and events, Bluffview Montessori School does not represent that it will provide supervision or assume liability at these locations and events.
- D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. “Student” means a student enrolled in a public school or a charter school.

- F. “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 target or 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 Bluffview Montessori School official designated by this policy. A person may report hazing anonymously. However, Bluffview Montessori School may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. Bluffview Montessori School encourages the reporting party to use the report form available from the Head of School or building supervisor or available from the Bluffview Montessori School office, but oral reports shall be considered complaints as well.

The building Head of School, the Head of School’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of hazing. Any adult inform the building report taker immediately. Any person may report hazing directly to a Bluffview Montessori School human rights officer or to the Head of School. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Head of School or the Bluffview Montessori School human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. Bluffview Montessori School personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the 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, work assignments, or educational or work environment.
- 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 building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. Bluffview Montessori School 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 Bluffview Montessori School’s legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. BLUFFVIEW MONTESSORI SCHOOL ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, Bluffview Montessori School shall undertake or authorize an investigation by Bluffview Montessori School officials or a third party designated by Bluffview Montessori School.
- B. The building report taker or other appropriate Bluffview Montessori School officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, Bluffview Montessori School 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. Bluffview Montessori School 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; and applicable Bluffview Montessori School policies and regulations.
- E. Bluffview Montessori School is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of Bluffview Montessori School. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, Bluffview Montessori School shall, where determined appropriate by the child's individualized drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

Bluffview Montessori School will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Bluffview Montessori School who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, or 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. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the Bluffview Montessori School Family Handbook and in the Bluffview Montessori School Employee Handbook.

- B. Bluffview Montessori School will develop a method of discussing this policy with students and employees.

Appendix H – Internet Acceptable Use and Safety Policy

POLICY 524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the Bluffview Montessori School computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the Bluffview Montessori School computer system and the Internet, including electronic communications, Bluffview Montessori School considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Bluffview Montessori School computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Bluffview Montessori School expects that faculty will blend thoughtful use of the Bluffview Montessori School computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

- A. The following uses of the Bluffview Montessori School system and Internet resources or accounts are considered unacceptable:
 - 1. Users will not use the Bluffview Montessori School system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

- a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the Bluffview Montessori School system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the Bluffview Montessori School system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the Bluffview Montessori School system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the Bluffview Montessori School system software, hardware, or wiring or take any action to violate the Bluffview Montessori School's security system, and will not use the Bluffview Montessori School system in such a way as to disrupt the use of the system by other users.
5. Users will not use the Bluffview Montessori School system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the Bluffview Montessori School system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, unauthorized labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on Bluffview Montessori School webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

- (1) such information is classified by the Bluffview Montessori School as directory information and verification is made that Bluffview Montessori School has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
- (2) such information is not classified by Bluffview Montessori School as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the Head of School.

- c. These prohibitions specifically prohibit a user from utilizing the Bluffview Montessori School system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.
- 7. Users must keep all account information and passwords on file with the designated Bluffview Montessori School official. Users will not attempt to gain unauthorized access to the Bluffview Montessori School system or any other system through the Bluffview Montessori School system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the Bluffview Montessori School system may not be encrypted without the permission of appropriate school authorities.
 - 8. Users will not use the Bluffview Montessori School system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 - 9. Users will not use the Bluffview Montessori School system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of Bluffview Montessori School. Users will not use the Bluffview Montessori School system to offer or provide goods or services or for product advertisement. Users will not use the Bluffview Montessori School system to purchase goods or services for personal use without authorization from the appropriate Bluffview Montessori School official.
 - 10. Users will not use the Bluffview Montessori School system to engage in bullying or cyberbullying in violation of the Bluffview Montessori School’s Bullying Prohibition Policy (Policy 514). This prohibition includes using any technology or other electronic

communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off Bluffview Montessori School premises also may be in violation of this policy as well as other Bluffview Montessori School policies. Examples of such violations include, but are not limited to, situations where the Bluffview Montessori School system is compromised or if a Bluffview Montessori School employee or student is negatively impacted. If Bluffview Montessori School receives a report of an unacceptable use originating from a non-school computer or resource, Bluffview Montessori School may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the Bluffview Montessori School computer system and the Internet and discipline under other appropriate Bluffview Montessori School policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate Bluffview Montessori School official. In the case of a Bluffview Montessori School employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the Head of School. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a Bluffview Montessori School employee, the Head of School.

VI. FILTER

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the Bluffview Montessori School computer system and use of the Internet shall be consistent with Bluffview Montessori School policies and the mission of Bluffview Montessori School.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the Bluffview Montessori School system, Bluffview Montessori School does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the Bluffview Montessori School system.
- B. Routine maintenance and monitoring of the Bluffview Montessori School system may lead to a discovery that a user has violated this policy, another Bluffview Montessori School policy, or the law.

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

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON BLUFFVIEW MONTESSORI SCHOOL LIABILITY

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

XI. USER NOTIFICATION

- A. All users shall be notified of Bluffview Montessori School policies relating to Internet use.
- B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with Bluffview Montessori School policies.
2. Disclaimers limiting Bluffview Montessori School's liability relative to:
 - a. Information stored on Bluffview Montessori School diskettes, hard drives, or servers.
 - b. Information retrieved through Bluffview Montessori School computers, networks, or online resources.
 - c. Personal property used to access Bluffview Montessori School computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of Bluffview Montessori School resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though Bluffview Montessori School may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate Bluffview Montessori School's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the Bluffview Montessori School system and of the Internet if the student is accessing the Bluffview Montessori School system from home or a remote location.
- B. Parents will be notified that their students will be using Bluffview Montessori School resources/accounts to access the Internet and that Bluffview Montessori School will provide

parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that Bluffview Montessori School's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

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

Appendix I – Unpaid Meals Charges

POLICY 534 UNPAID MEAL CHARGES

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through Bluffview Montessori School's nutrition program and that Bluffview Montessori School employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. Students/families have use of a meal account. When the balance becomes low, a notification is sent home. Parents can make a payment in the school office or online.
- B. If Bluffview Montessori School receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. Siblings share the same monetary account.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. Bluffview Montessori School will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of a low balance once the balance reaches \$6. Families will be notified by email or letter.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program. A meal will not be taken away from a student with an overdrawn account. Students will receive a fully reimbursable meal in this instance as well, not a reduced meal or a substitution.

IV. UNPAID MEAL CHARGES

- A. Bluffview Montessori School will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. Bluffview Montessori School will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances not paid prior to the end of the school year, will be turned over to the Head of School or Head of School's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

- D. Bluffview Montessori School may not enlist the assistance of non Bluffview Montessori School employees, such as volunteers, to engage in debt collection efforts.
- E. Bluffview Montessori School may not deny any student the opportunity to participate in bridging ceremonies or other end of the year activities due to unpaid meal charges.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer to Bluffview Montessori School, at the time of enrollment; and
 - 3. all Bluffview Montessori School personnel who are responsible for enforcing this policy.
- B. Bluffview Montessori School may post the policy on the Bluffview Montessori School's website, in addition to providing the required written notification described above.

Appendix J – Student Records

Bluffview Montessori School shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. Bluffview Montessori School shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in Bluffview Montessori School to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

Bluffview Montessori School shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

2. Bluffview Montessori School shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That Bluffview Montessori School may disclose education records to other school officials within Bluffview Montessori School if Bluffview Montessori School has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by Bluffview Montessori School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom Bluffview Montessori School has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;
5. That Bluffview Montessori School forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.
6. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by Bluffview Montessori School to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue S.W.
Washington, D.C. 20202

7. That the parent or eligible student has a right to obtain a copy of Bluffview Montessori School's policy regarding the protection and privacy of pupil records; and
8. That copies of Bluffview Montessori School's policy regarding the protection and privacy of school records are located in the school office.

Pursuant to applicable law, Bluffview Montessori School gives notice to parents of students currently in attendance in Bluffview Montessori School, and eligible students currently in attendance in Bluffview Montessori School, of their rights regarding "directory information."

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

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

Appendix K – Immunization Requirements

POLICY 530 IMMUNIZATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within Bluffview Montessori School until the student or the student's parent or guardian has submitted to the designated Bluffview Montessori School administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated Bluffview Montessori School administrator one of the following statements:
 - 1. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
 - 2. a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated Bluffview Montessori School administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the Head of School of Bluffview Montessori School by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within

Bluffview Montessori School until the student or the student's parent or guardian has submitted the required data.

- E. Bluffview Montessori School may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a signed medical statement affirming that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. Bluffview Montessori School will develop and implement a procedure to:
 - 1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
 - 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 - 3. review student health records to determine whether the required information has been provided; and
 - 4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.
- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. Bluffview Montessori School will maintain a file containing the immunization records for each student in attendance at Bluffview Montessori School for at least five years after the student attains the age of majority.
- B. Upon request, Bluffview Montessori School may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated Bluffview Montessori School administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated Bluffview Montessori School administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within 60 days of the commencement of each new school term, Bluffview Montessori School will forward a report to the Commissioner of the Department of Education stating the number of students attending Bluffview Montessori School, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. Bluffview Montessori School also will forward a copy of all exemption statements received by Bluffview Montessori School to the Commissioner of the Department of Health.

Appendix L – Student Medication

POLICY 516 STUDENT MEDICATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

Bluffview Montessori School acknowledges that some students may require prescribed drugs or medication during the school day. Bluffview Montessori School's nurse or trained staff will administer prescribed medications, except any form of medical cannabis, in accordance with law and Bluffview Montessori School procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed "Request Form for Administration of Medication/Procedure". This form includes a Physician order and requires signatures from the physician and the student's parent or guardian.
- B. A "Request Form for Administration of Medication/Procedure" must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- 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 Bluffview Montessori School 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 Bluffview Montessori School 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 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 Administering Prescription 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 the Head of School and 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 Bluffview Montessori School under Minn. Stat. § 121A.21). Bluffview Montessori School administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. If the administration of a drug or medication described in this section requires Bluffview Montessori School to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating Bluffview Montessori School as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.
- K. 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. Bluffview Montessori School 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 Bluffview Montessori School 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 day are not governed by this policy.
7. 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 epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors 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 epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.
8. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

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

M. Bluffview Montessori School may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

Bluffview Montessori School may enter into arrangements with manufacturers of epinephrine

auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

N. Procedure regarding unclaimed drugs or medications.

1. Bluffview Montessori School has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, Bluffview Montessori School shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of Bluffview Montessori School.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, Bluffview Montessori School will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of Bluffview Montessori School.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, Bluffview Montessori School personnel are prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. Bluffview Montessori School must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

Appendix M – Distribution of Nonschool-Sponsored Materials

POLICY 505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of Bluffview Montessori School.

II. GENERAL STATEMENT OF POLICY

- A. Bluffview Montessori School recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of Bluffview Montessori School, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Non school-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).

E. “Material and substantial disruption” of a normal school activity means:

1. Where the normal school activity is an educational program of Bluffview Montessori School for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

A. Students and employees of Bluffview Montessori School have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.

B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises or promotes any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, religious, or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on Bluffview Montessori School property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with Bluffview Montessori School's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of Bluffview Montessori School staff, use of Bluffview Montessori School equipment, or other resources;
 6. whether distribution would require that nonschool persons be present on the school grounds;
 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No non school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) non school-sponsored material must first submit for approval a copy of the material to the Assistant Head of School at least 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the room number of his or her class.
 2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the Assistant Head of School will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the Assistant Head of School, the person may submit a written request for appeal to the Head of School. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the Head of School to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with Bluffview Montessori School's Policy 506 (Student Discipline and Notice of Suspension).
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, Bluffview Montessori School policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

Appendix N – Student Surveys

Bluffview Montessori School gives notice to parents of students currently in attendance in Bluffview Montessori School, and students currently in attendance in Bluffview Montessori School, of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students, and students are hereby informed that they have the following rights:
 - a. All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
 - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - (1) political affiliations or beliefs of the student or the student’s parent;
 - (2) mental and psychological problems of the student or the student’s family;
 - (3) sex behavior or attitudes;
 - (4) illegal, antisocial, self-incriminating, or demeaning behavior;
 - (5) critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - (7) religious practices, affiliations, or beliefs of the student or the student’s parent; or
 - (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
 - c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in 1.b., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

- d. This notice does not preempt applicable state law that may require parental notification.
- e. Bluffview Montessori School has developed and adopted a policy regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
- f. Bluffview Montessori School will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
- g. Bluffview Montessori School will directly notify parents and eligible students, at least annually at the start of each school year or, if scheduled thereafter, parents will be provided with reasonable notice of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
 - (1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
 - (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
 - (3) Any nonemergency, invasive physical examination or screening as described above.

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

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue SW
Washington, DC 20202-8520

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the Head of School. The Head of School will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

Appendix O – Parent/Guardian Refusal for Student Participation in Statewide Assessments



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

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Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.

Explore
the Statewide
Testing page
for more
information

(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

☐ MCA/MTAS Reading

☐ MCA/MTAS Science

☐ MCA/MTAS Mathematics

☐ ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

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Appendix P – Tobacco Free Environment

POLICY 419

TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

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. A violation of this policy occurs when any student, teacher, administrator, other school personnel of Bluffview Montessori School, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a Bluffview Montessori School 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 Bluffview Montessori School property and all off-campus events sponsored by Bluffview Montessori School.
- B. A violation of this policy occurs when any elementary school or erdkinder school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that Bluffview Montessori School owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all Bluffview Montessori School property and all off-campus events sponsored by Bluffview Montessori School.
- C. Bluffview Montessori School 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.
- D. Bluffview Montessori School will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. Bluffview Montessori School will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. DEFINITIONS

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery devices include any component part of a product, whether or not marketed or sold separately. Electronic delivery devices exclude drugs,

devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, 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. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. “Vaping” means using an activated electronic delivery device or heated tobacco product.”

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on Bluffview Montessori School 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.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by Bluffview Montessori School.

V. VAPING PREVENTION INSTRUCTION

- A. Bluffview Montessori School must provide vaping prevention instruction at least once to students in grades 7 & 8.
- B. Bluffview Montessori School may use instructional materials based upon the Minnesota Department of Health’s school e-cigarette toolkit or may use other smoking prevention instructional materials with

a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of Bluffview Montessori School's locally developed health standards.

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to Bluffview Montessori School discipline procedures.
- C. Bluffview Montessori School administrators and other school personnel who violate this tobacco-free policy shall be subject to Bluffview Montessori School discipline procedures.
- D. Bluffview Montessori School action taken for violation of this policy will be consistent with requirements of Minnesota or federal law, and Bluffview Montessori School policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other Bluffview Montessori School 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.

VII. DISSEMINATION OF POLICY

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