

Bluffview Montessori School



Employee Handbook 2022-2023

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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. This agreement is renewed every five years. In 1998 Bluffview Montessori School expanded its curriculum to include middle school students.

Bluffview Today

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

Children attend classes in mixed age groupings: first through third grades; fourth through sixth grades, and seventh through eighth grades. Bluffview Montessori School also offers a fee based preschool program known as Children's House for children ages 33 months through 5 years. The charter school Kindergarten children are part of the Children's House program.

Each classroom is staffed with a lead teacher and an assistant teacher. Lessons are given using manipulative 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. Beginning in first grade, art, music (instrumental and vocal), and physical education are taught by specialists. Bluffview Montessori School also provides Special Education and student health services.

The Children's House preschool program is a five day per week program (7:45 a.m. to 2:10 p.m.). The Montessori curriculum, using Montessori methods and materials, is presented to children in mixed-age environments by Montessori trained staff. The program includes practical life activities, language, math, cultural, and social activities. Children's House is available as a half-day or full day program. In addition, Bluffview offers an optional After School Program for preschoolers from 2:10 p.m. to 5:00 p.m.

Governing Organization

Bluffview Montessori School is a nonprofit, tax-exempt 501C-3 organization originally incorporated in 1970. The school became one of the nation's first charter schools and converted to public funding in March 1993. Bluffview Montessori School's Board of Directors (BOD) consists of community members, parents, and teachers. A majority of seats must be held by licensed teachers who are employed by the school. The staff and parents of the school elect the members for three year terms at the Annual Membership Meeting each May. The dates of board meetings are posted on the bulletin board, on the website and are listed the school calendar. Minutes from board meeting are also posted on the school's website. Board meetings are open to the public and parents and faculty members 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 (www.bluffviewmontessori.org).



Vision Statement

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

Mission Statement

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.

Core Values

- Independence- Empowering individuals to become confident, independent learners, willing and able to pursue their own interests and ideas.
- Respect- The expectation that all individuals associated with BMS will act in a manner that demonstrates respect for one's self, others, the school environments, and the greater community.
- Prepared environment- The classrooms are prepared in a purposeful and intentional manner, stocked with didactic materials rooted in the Montessori philosophy. The environment is prepared to assist the students in their quest to become independent learners.
- Freedom- Within the carefully prepared environment, students have the freedom of choice, movement and repetition.
- Peace- Bluffview is designated as an international peace site and we work purposefully to maintain a safe and welcoming environment.
- Mentoring- Mentoring takes place between students, as well as staff. Mixed age classroom allow older students to teach and mentor their younger peers. Veteran staff members also mentor new staff, as well as take part in the teacher evaluation process.
- Grace and courtesy- Teaching children how to conduct themselves is a vital part of education at Bluffview. Through our virtues initiative, we actively teach a different virtue each month, modeling, teaching and creating exercises to practice them.

Culture

Students

- Bring their natural sense of wonder, curiosity, inquisitiveness, questioning and playfulness to the learning process.
- Come to school rested, fed and ready to learn.
- Are respectful of themselves, all others and their environment.
- Take an active role in the learning process, developing their gifts and unfolding their potential.
- Share with their parent(s) or guardian(s) their adventures in learning and growing.

Parents/Guardians

- Cherish their children and actively support them in their growth and educational development.
- Assure their children are properly cared for, rested and fed.
- Learn about the Montessori educational approach and support their children embracing it.
- Join their child and their child's teacher in forming a strong learning team.
- Actively participate in the learning team and school events.
- Support their children as they grow in self-confidence and become life-long learners.

Bluffview's Instructional Staff

- Prepare a learning environment that supports the growth of the whole child-intellectual, social, emotional, physical and spiritual.
- Assist each child growing in self-esteem, self-confidence and social competence.
- Facilitate each child becoming proficient in his/her ability to reason and communicate, to question, gather and comprehend new information, and to work cooperatively in decision-making teams.
- Partner with each student's parent(s) or guardian(s) for the benefit of the student.
- Work cooperatively with administrators and support staff to ensure the Montessori philosophy and approach permeates the whole school.

Classroom Teachers

- Trained and certified in the Montessori philosophy and methods.
- Make every classroom a Montessori classroom.
- Address student learning needs in a Montessori way.

Teaching Assistants

- Are familiar with the Montessori educational approach and methods.
- Work cooperatively with teachers in creating a learning environment and guiding students in the learning process.

Specialists Teachers

- Are familiar with the Montessori educational approach and methods.
- Where possible, implement the Montessori educational approach and methods in teaching their specialty.

Support Team Members

- Are familiar with the Montessori educational approach and methods.
- Carry out their assigned responsibilities or volunteer activities in the spirit of the

Montessori philosophy and Bluffview's core values.

- Help students and parents feel welcomed and a part of the Bluffview learning community.

Administrators

- Are familiar with the Montessori educational approach and methods.
- Welcome students, teachers and parents into the Bluffview community and consistently educate them about Montessori philosophy and methods.
- Work collaboratively with teachers, parents, the board and the charter school authorizer to ensure the success of Bluffview.
- Infuse the Montessori spirit into all activities of the school into a unified whole.
- Share Bluffview's story in the larger community and cultivate positive working relationships.

Board Members

- Are familiar with the Montessori educational approach and methods.
- Understand and uphold the charter school contract with the authorizer.
- Readily accept the ultimate responsibility for guiding the school in fulfilling its mission and realizing its vision.
- Work closely with the administrators, teachers and parents in determining policies that keep the school true to its mission.
- Work creatively and energetically to meet the current and future financial needs of Bluffview.
- Actively promote the school in the larger community and recruit future students and parents to join the Bluffview family.

****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.****

EMPLOYEE POLICIES AND PROCEDURES

Academic Dishonesty-Staff Members

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:

1. Employee must make restitution to those harmed by the plagiarism or cheating.
2. Employee must re-do work.
3. An entry will be made in employee’s personnel record.
4. Employee might be required to take non-paid administrative leave at the discretion of Administration.
5. Employee could be subject to discharge.

Attendance-Staff Members

Duty hours for full-time instructional staff members are 7:30am-3:30pm. Classroom assistants are scheduled from 7:30am-3:00pm each day. Duty hours for paraprofessionals and part-time staff members will be defined as needed for each position. Paras will start at 7:30am.

Staff and faculty members who want to schedule personal leave time (PLT) must complete a *Leave Request Form* two weeks in advance and submit to the administrative assistant. PLT will be granted upon approval by the Head of School and you will be notified if your request is not approved. The school will strive to accommodate all requests, but must also be mindful of the number of staff out of the building at one time. A general rule is that no more than 2 staff persons should schedule PLT time for the same day.

If you arrive late or leave early, you must complete a *Leave Request Form* and submit to the administrative assistant that same day. Doing so allows for accurate reporting of PLT hours.

During normal school days, teachers are on-duty between 7:30-3:30 and may not routinely leave the campus during lunch. Please inform the front office when you must leave the campus during the course of the day as a part of your professional responsibilities or when you and your class will be off-campus for any reason. Notify the office upon your return to the building as well. All employees entering or exiting campus must use the front door.

If you are ill, please call or text Sherry Lohmeyer (813-523-8658) by 6:00 a.m. or the night before if

possible, so that a substitute can be arranged if necessary. Teachers that have an assistant serving as the substitute must also notify the assistant to collaboratively plan the day. Immediately (within 24 hours) upon return from your absence, you must complete a *Leave Request Form* and return it to the administrative assistant for accurate record keeping.

Attendance at School Events

All instructional staff members, including specialists, are required to attend staff meetings, open houses, and other similar events. Instructional staff members are expected to be present at Parent-Teacher Conferences, programs which involve your students, and designated Parent Education Nights. All staff members are encouraged to attend other school and family events throughout the school year.

Attendance of Students

Attendance and lunch count must be taken promptly at 7:45 a.m. Please do not allow students to take attendance or lunch count as we need an accurate reporting of both. Please have the attendance and lunch count to the office by 8:00 a.m. each day.

Bereavement Leave

Bluffview Montessori School employees are allowed up to three bereavement days for the death or funeral of a member of the employee's immediate family. These days do not subtract from an employee's PLT days.

Calendar

For instructional staff, the 2022-2023 Bluffview Montessori School calendar consists of 173 student contact days and 10 professional development in-service days. The 2022-2023 academic calendar begins on September 6, 2022 and ends on June 7, 2023.

Cash Management

Except for authorized Petty Cash purchases, all expenses must be approved in advance by the Head of School. A green *Requisition Form* must be completed and approved before purchases are made. Once approved, office personnel will order approved items. In rare circumstances, instructional staff members may be allowed to place orders that have been approved.

Petty Cash expenditures are limited to reimbursements of \$50.00 or less for snacks and other quick-response supply needs. Petty cash transactions must be completed within one working day by turning receipts and change in to the office. Ruth Rourke and Renee Knutson will handle all Petty Cash transactions.

Tax exempt cards are available in the copy room for your use. Please feel free to take one and keep it in your wallet so you'll have it available when you need it. The school will not reimburse sales taxes paid.

Classroom Cash Transactions

Teachers must turn all money received from parents (snacks/classroom supplies, field trips, fund raising events, book orders and any other money collected in the classroom) to the office immediately upon receiving the funds. At no time is money to be kept overnight in your classroom.

Community/School Service

Employees are encouraged to participate in community activities related to education. Administration will attempt to accommodate employees whenever possible, if such meetings occur during the school day.

Compensation for Staff Development Activities

If a Bluffview Montessori School employee attends an approved seminar, lecture, conference, business related meeting, training program, etc., at the request of school administration, Bluffview will cover the following expenses: registration fees, travel costs, hotel accommodations and a per diem food expense.

If a Bluffview Montessori School employee requests to attend other seminars, lectures, conferences, business related meetings, training programs, etc. the Head of School will discuss expenses with the employee, and may cover the following: registration fees, either travel or hotel, and a per diem food expense. Our budget dictates the ability of the school to contribute toward self- chosen staff development activities.

If an employee is paid a per diem for food expenses, accurate accounting of expenses is not necessary and the per diem amount constitutes the whole and complete reimbursement for expenses. The per diem rate set by the Bluffview board of directors is \$35.

For more information, see Policy 412, “Expense Reimbursement”, on the website.

Complaints

The normal channel for complaints concerning Bluffview Montessori School shall be made from parent, guardian or student to the person directly involved, then to the administration and finally to the Board of Directors. Every effort will be made to satisfy the complainant at the *lowest level*. An *Incident Report Form* (See Appendix B) should be used to file official complaints.

Confidentiality

Bluffview Montessori School employees must respect both student and school confidentiality. A student’s academic performance and/or problems should be discussed in private only with those staff members serving that student. We must maintain confidentiality about all personal information and educational records concerning students and their families.

School policies and decisions should not be questioned or discussed in the presence of parents, students or outside of the school. Instead, employees are encouraged to bring their concerns and inquiries to the Head of School and/or the Board of Directors.

Corridor Teacher Meetings

While it is understood and accepted that staff members occasionally need to talk with their peers regarding business, students, changes in plans, etc., please be mindful of time spent doing so. Our focus should be on supervision and instruction and both are minimized when staff members are out of the classroom. Teachers are responsible for their students at all times.

Employment Separation

At Will Employment

Bluffview Montessori School adheres to the principle of “at will” employment whereby Bluffview Montessori School and its employees can terminate the employment relationship at any time and for any reason or for no reason.

Resignation

An employee wishing to leave employment with Bluffview Montessori School in good standing must submit a written resignation to the Head of School at least two weeks prior to the effective date stating specific reasons for his/her resignation.

Terminations Due To Workforce Reductions

An employee of Bluffview Montessori School may be subject to a non-disciplinary, involuntary termination due to program changes or budget reductions. In such cases, affected employees will be given as reasonable an amount of advance notice as conditions permit.

Terminations for Other Reasons or for No Reason

Employees employed on an at-will basis may be terminated without showing of cause. Cause for termination or dismissal may include but is not limited to: breach of professional ethics, employee conduct which damages the reputation of the school, conviction of a crime, acting repeatedly in a manner that tends to adversely affect the services or morale of the school, refusal to take the direction of administration, excessive absences or tardiness, failure to adhere to school policies, destruction of property, dishonesty, negligence, sexual harassment, or other unacceptable behavior which Bluffview, at its sole discretion, deems harmful to its business. It is not always necessary to give a reason for a termination.

The Head of School shall forward his/her recommendation for dismissal to the Board of Directors for final decision. The Board of Directors may, at its discretion, remove an employee from the classroom and/or school premises if the Board of Directors has concerns for student and/or staff safety and welfare, or school security.

The employee is entitled to meet with the Board of Directors in a closed session after his/her removal to present his/her point of view.

Employees who are suspended without pay will not be entitled to compensation during the

period of suspension.

Employee Benefits

A benefit-qualified employee is an employee who works at least 20 hours each week during the scheduled academic year. The Full Time Equivalent (FTE) is defined as the number of hours worked per week divided by 40 hours.

The following benefits are offered.

After School Care Benefit

Bluffview Montessori School will not charge employees for after school or extended day care services.

AMS Membership

Bluffview Montessori School will pay professional membership dues to the American Montessori Society (AMS) for full-time Montessori certified teachers.

Bereavement Leave

Bluffview Montessori School employees are allowed up to three bereavement days for the death or funeral of an immediate member (parent, child, spouse, or sibling) of the employee's family. These days do not subtract from an employee's PLT days.

Cafeteria Plan

In addition to Section 125 Cafeteria Plan benefits, all benefit-qualified employees are entitled to an employee pre-tax cash benefit. The maximum amount of this benefit is \$2,800 per year. Benefit-qualified employees will receive an FTE prorated cash benefit amount. In addition, employees hired after the start of the fiscal year will receive an annually prorated cash benefit amount. Employees may use this cash benefit amount for the following authorized Section 125 Retirement Plan expenditures: health and dental insurance and dependent care expenses. Employees may opt to receive their benefit amounts in after-tax cash.

Children's House Tuition Assistance

Benefit-qualified employees may receive up to a 25% discount on the Children's House tuition to a maximum annual discount amount of \$5,000. Benefit-qualified employees will receive an FTE prorated discount amount. In addition, employees hired after the start of the fiscal year will receive an annually prorated discount amount.

Jury Duty

Jury Duty Employees will be allowed leave to serve on a jury, if summoned. We request that you bring in a copy of your summons notice as soon as you receive it, so that we may keep it on file. If you are called during a particularly busy period, we may ask you to request a postponement. During this time you will be considered on a leave of absence and will be entitled

to continue to participate in insurance and other benefits as if you were working. While serving on jury duty, you are expected to call in to your supervisor, The Head of School, periodically to keep him or her apprised of your status. Bluffview will compensate full-time employees your full pay for the first ten days you serve as a juror. If additional time is required, it will be granted, but without pay.

Leave of Absence

Bluffview Montessori School follows all federal and state guidelines including but not limited to FMLA, Minnesota Parental Leave Law and Sick and Safe Leave Law.

Life Insurance Policy

All benefit-qualified employees will receive \$25,000 life and short term disability insurance policies paid for by BMS.

Personal Leave Time (PLT) Days

Benefit-qualified employees are entitled to a maximum of 12 PLT days per year. Benefit-qualified employees will receive an FTE prorated number of these PLT days. In addition, employees hired after the start of the fiscal year will receive an annually prorated number of PLT days. A maximum of 180 PLT days may be carried from year to year.

Employees who have served one (1) or more full years of continuous employment with Bluffview Montessori School may be compensated for up to one half of their total personal leave time each year, up to a maximum of 6 days, if PLT is not used. Request for payment of unused PLT will be submitted by the employee each year during the final staff workshop day. If a request is not submitted on that day, PLT days will be carried over to the following year.

Each employee will be compensated for unused PLT according to the following guidelines.

1. Licensed teachers: 75% of the daily rate based on teacher base pay and FTE.
 2. Assistants and Paraprofessionals: 75% of the hourly base pay for the position and the FTE.
- Except in cases of illness, PLT must be approved by administration in advance.

PLT time for the days immediately preceding or following the first and last student days of the school year or the days immediately preceding or following break times will be limited. Time off Requests for these times must be submitted two weeks in advance and PLT will be granted dependent on the ability to find substitutes and in the order that requests are received.

An employee who has remained with Bluffview for a minimum of twelve years will receive Benefit Payment of accrued PLT at the time of retirement or voluntary separation. Qualified separating personnel are entitled to receive a PLT Benefit Payment in cash. To calculate the value of this benefit the accrued PLT is retired at the rate of \$10/day up to a maximum of 10% of the separating employee's final annual salary amount.

Retirement Plan

All employees have access to a voluntary 403B employee self-directed retirement plan. Teachers Retirement (TRA) and Public Employee's Retirement (PERA) are offered to employees who are employed in programs managed by public funds.

Subpoenas

If subpoenaed, Bluffview will compensate full-time employees your full pay for the first ten days. If additional time is required, it will be granted, but without pay. We request that you bring in a copy of your subpoena as soon as you receive it, so that we may keep it on file.

Vacation

Non-salaried administrative support personnel who are employed 52 weeks per year will be granted vacation as follows:

- After the first year of service: 1 week.
- After the second year of service 2 weeks per year.

Vacation will be accrued throughout the year. With the exception of the first year, vacation may be used at any time with the approval of administration. The maximum accrual of unused vacation at the end of the fiscal year shall not exceed one week. Vacation, when authorized, is in addition to PLT benefits.

Employee Status

A regular full time employee is one who averages a five day work week in which he/she averages at least forty hours, excluding school holidays, during the academic year.

A non-exempt employee is an hourly or salaried employee who is covered by provisions of the Fair Labor Standards Act or applicable state laws. Such employees are entitled to overtime pay at the rate of 1 ½ times their regular rate of pay for work required to be performed over 40 hours per week. All overtime worked by non-exempt employees must be approved in advance by the Head of School. All non-exempt employees will have a 30 minute unpaid meal period if their schedule is longer than 4-hours per day. During meals, non-exempt employees are relieved of their job duties and are permitted to leave their work locations.

An exempt employee is a salaried employee who receives a letter of employment that specifies only a yearly salary amount. Exempt employees include but are not limited to: The Head of School, Assistant Head of School, Administrative Assistant, Licensed Teachers, and the School Counselor.

Equal Employment Opportunity

Please refer to Policy 102 on the website.

Injuries at Work

Any employee who is injured while at work shall make an immediate report of the injury to the administration and seek appropriate medical attention. The employee must complete a *First Report of Injury* and in some instances an OSHA (Occupational Safety and Health Act of 1970) injury form and submit it to the administration.

Letters of Employment

An offer of employment must be in the form of a written Letter of Employment to be deemed a valid offer of employment by the Board of Directors. The Head of School is the authorized hiring authority on behalf of the Board of Directors. Once a written Letter of Employment is offered, it must be signed and returned to the Head of School no later than 30 days after issuance. Failure to return a signed Letter of Employment within 30 days of issuance may render the Letter of Employment null and void.

Meals

Employees can purchase lunch for \$4.95 or breakfast for \$2.25. Please notify the office assistant when you get a meal.

Off Duty Employee Conduct

Generally, Bluffview Montessori School regards the off duty activities of its employees to be a personal matter rather than that of the school. However, certain types of off duty activities represent a potential concern to the School. For that reason, the following word of caution is provided to all Bluffview Montessori School employees:

A Bluffview Montessori School employee who engages in or is associated with illegal, immoral or hostile/violent conduct, the nature of which adversely affects Bluffview Montessori School or its employees, or the personal ability to fulfill his/her employment responsibilities, may be subject to disciplinary action including termination.

Performance Evaluations of Instructional and Non-instructional Staff

As a means of assisting in the professional growth and development, a three year professional review cycle has been developed for instructional staff. An annual performance evaluation for a non-instructional staff member is a collaborative effort between the Head of School and the staff member.

Personnel Files

The administration of Bluffview Montessori School will maintain a personnel file on each employee. Each staff member will cooperate with the Head of School in providing the following for his/her file: a copy of the teacher's current Minnesota teaching license and Montessori certificate; copies of all official transcripts; pre-employment materials: application, credentials, references; a copy of the current letter of employment between the school and employee; formal observations and evaluations; documentation of continuing education, professional training and staff development records and naturalization verification form. Employee files may contain any other documentation in regards to the employee's performance including performance awards and concerns/complaints about the employee.

All personnel records are privileged information as outlined in the Minnesota Data Practices Act. Employees have the right to review their personnel file with an administrator present and may take notes or make a copy of any material on file. No employee is allowed to remove any entry from the personnel file and may be dismissed for removing or destroying personnel file contents.

Professional Dress Attire

Employees are expected to dress in a manner consistent with accepted community standards of good taste and decency. The faculty fulfills a valuable educational function through modeling appropriate school attire and in guiding students' choice of clothing. Blue jeans are acceptable attire for staff on Fridays only.

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, that it is required by Title IX not to discriminate in such a manner, and that questions regarding Title IX may be referred to the Title IX Coordinator, Sherry Lohmeyer, at (507) 452-2807 or slohmeyer@bluffviewmontessori.org.

Whistleblower Protections

Employees have the right to complain about workplace practices or policies that they believe to be in violation of law, against public policy and/or fraudulent or unethical. The school will not take any adverse employment action against any employee, or otherwise retaliate against any employee, because:

- The employee, or a person acting on behalf of the employee, reports or is about to report to a public body a violation that the employee knows or reasonably believes has occurred or is about to occur, unless the employee knows or has reason to know that the report is false;
- The employee participates in, or is requested by a public body to participate in an investigation, hearing or inquiry held by the public body, or a court action, in connection with a violation;
- The employee refuses to commit or assist in the commission of a violation; or
- The employee reports to the school a violation that the employee knows or reasonably believes has occurred or is about to occur, unless the employee knows or has reason to know that the report is false.

For purposes of this policy, a "violation" is any act or omission by the school that is materially inconsistent with, and a serious deviation from: 1) standards implemented in accordance with a law or regulation to protect employees or others from health, safety or environmental hazards; or 2) financial management or accounting standards implemented under a rule or regulation created by the school or a law, rule or regulation designed to protect any person from fraud, deceit or misappropriation of public or private funds or assets under the control of the school.

Employees who wish to report such violations should contact the school's compliance officer. At Bluffview Montessori School, the Chairperson of the Board of Directors has been designated as the compliance officer. Employees should also consult the Policy 750 Whistleblowing for further information about reporting potential misconduct and protections from retaliation.

CLASSROOM OPERATIONS POLICIES AND PROCEDURES

Accidents

Please refer to Policy 806, “Crisis Management”, and the School Emergency Plan (*Appendix G*).

Animals in the Classroom

Please refer to Policy 602 on the website.

Attendance-Students

The staff of Bluffview Montessori School desire for 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.

Our school day begins at 7:45 a.m. Students should arrive after 7:30, and may not arrive before 7:15am. If special accommodations need to be made regarding drop off times, please contact the office. Students will initially go into the community room and then be dismissed to their classrooms.

Tardiness is any late arrival or early departure with or without a legitimate reason. It is important that children arrive at school on time every day. Tardiness not only affects the student who is tardy, but causes a disruption in the classroom and is a loss of educational time for children.

Students arriving after 7:45 a.m. are considered tardy. Students arriving after 7:45 a.m. must check in at the office before going to their classrooms. Students arriving after 8:05 a.m. or leaving before 1:50 p.m. will be considered ½ day absent (a.m. and/or p.m.)

Our school day ends at 2:10 p.m. Any student not picked up by 2:30 p.m. will be sent to the office and their parents will be called.

For more information, see Policy 503, “Student Attendance” (*Appendix J*).

Behavior and Discipline

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:

September Respect/Responsibility	October Perseverance	November Stewardship
December Service	January Courage	February Justice
March Mercy	April Humility	May & June 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”, can be found in appendix D 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 Referral 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 Referral, and further consequences may be assessed.
- Office Referrals can also be written by staff members for behaviors that warrant a discussion with an administrator and possible consequences. Office Referrals 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 Policy 506, “Student Discipline (*Appendix D*)”. 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.

Bicycles

Bicycles are permitted as a mode of transportation to and from school. Students bringing bicycles are asked to walk their bicycles on school grounds and park them in the bike rack. For the safety of all students, bicycles may not be ridden on school grounds. Students and staff who bring bicycles to school do so at their own risk. Bicycles should be locked throughout the school day.

Birthday Treats

Since food allergies can pose a life threatening risk to some students, homemade birthday treats may not be distributed in classrooms. All birthday treats must be commercially manufactured and be delivered in the original packaging for distribution to students.

Birthday party invitations may not be distributed in the classroom or during school time.

E2 classrooms will not be formally celebrating birthdays/holidays again this year and request no treats

be brought in.

Bomb Threat Procedures

Please refer to Policy 806, “Crisis Management”, and the School Emergency Plan (*Appendix G*).

Bullying Prohibition.

Please refer to Policy 514 (*Appendix E*).

Chemical/Biological Agents

Please refer to Policy 806, “Crisis Management”, and the School Emergency Plan (*Appendix G*).

Chemical/Gas Leaks

Please refer to Policy 806, “Crisis Management”, and the School Emergency Plan (*Appendix G*).

Child Abuse Reporting

Under Minnesota law, reporting of suspected physical abuse, sexual abuse and neglect is required of all educational and health care professionals. Bluffview Montessori School staff members are mandated reporters and must comply with these reporting laws. If you suspect an instance of child abuse and/or neglect, call the Department of Human Services (507-457-6200) to make a formal report. You do not need anyone’s permission to make a mandated report. Details are posted in the mailroom. You may inform the Head of School of the report but it is not necessary. Please refer to Policy 414, “Mandated Reporting of Child Neglect or Physical or Sexual Abuse”, on the website.

Classroom Assistants

The responsibilities of classroom assistants will include but not be limited to the following: preparation and upkeep of learning environments, supervision of students during lunch and noon recess, preparing materials for instruction, assisting with recording and clerical duties, working directly with individual or small groups of students, attendance at all staff meetings, in-service training and school events as designated by the Head of School. The normal working hours for educational assistants is 7:30 a.m. until 3:00 p.m.

Classroom Snack and Supply Fee

A classroom snack fee is assessed to each student. This fee is used to purchase snacks throughout the school year. The current fee is \$50 per student per school year.

Cleaning

The custodial staff will vacuum classroom carpets, sweep the floors and clean classroom bathrooms daily. Classroom tile floors will be wet mopped and the inside windows will be washed weekly. Please have students put chairs on tables to facilitate cleaning. Please have students pick up paper scraps, straighten shelves, and put garbage bags in the hallway every day. Recycling bins will

be emptied on Thursdays. Please remind students that lockers and cubbies must be kept neat, organized and clean at all times and offer assistance as needed.

Likewise, please keep your personal work space, cupboards, shelves and storage areas neat and organized throughout the school year. If a repair need arises, please record it on the white board in the office hallway.

Contacting Teachers

If a parent/guardian or another person wishes to contact you during the “uninterrupted work time”, a note will be placed in your mailbox or a message will be left on your voice mail. Teachers should be available to meet with parents or guardians before or after school by appointment.

Distribution of Materials on School District Property by Nonschool Persons

Please refer to Policy 904 (*Appendix I*).

Emergency School Closings or Late Starts

All school closings, delays in school openings or early dismissals due to inclement weather will be communicated through our emergency text messaging system, and posted on the Winona and La Crosse radio and television stations and the Bluffview Montessori School web site. Radio or television communications that refer to the **Winona Area Public Schools** will pertain to Bluffview Montessori School as well. Parents and guardians should make advanced arrangements for their children in cases of closings, delays or early dismissals.

Excused and Unexcused Student Absences

Please refer to Policy 503 “Student Attendance” (*Appendix J*).

Extra Staff Duties

After School Bus Duty

Instructional and non-instructional faculty (E1, E2, Erdkinder, and Specialist) may be assigned after school bus duties on a weekly rotating schedule. After school bus duty lasts until 2:30 (later if school buses are delayed).

Lunchroom Duty

A teacher or assistant from each classroom must monitor the activities of their students during lunch. The lunch period is a wonderful time to model grace and courtesy and to spend time with the students in a more relaxed environment. Additional faculty members may be scheduled to monitor student activities during lunch or to record student lunches as they leave the serving line.

Recess Duty

The physical education teacher serves as a consistent supervisor during recess; however the supervision of recess is a collaborative effort. A teacher or assistant from each classroom must be present to monitor the activities of students during recess. From time-to-time, additional faculty members may be scheduled to monitor student recess. In order to maximize instructional time, recess should not exceed 30 minutes.

Faculty Meetings

All-staff meetings are planned for the first Monday of every month at 2:30 p.m. Any staff member who needs to be excused from these meetings must notify the Head of School prior to the meeting and make arrangements to get the information from a colleague. Agendas are shared via Google Drive and staff are encouraged to add items as needed or desired.

Faculty Lounge

For the sake of professional morale, please keep conversations in the faculty lounge positive. Please avoid “gossip” that may be harmful, untrue, or hurtful. Gossip can be overcome by going to the individual that can set the record straight with accurate information. The faculty lounge is not a place for the discussion of student concerns or other confidential business. Please do your part in keeping the faculty lounge tidy and free of cups, cans, food items, etc.

Field Trips

Field trips to places of cultural or educational significance give enrichment to the curriculum of the classroom. To insure the desired outcome of such trips, teachers should prepare the students for the place or event that is to be visited and the things that are to be seen. A discussion should be held regarding the purposes and goals of the trip.

All proposed field trips must be approved by Head of School at least one week before final plans are made. The *Field Trip Request and Tracking Form* and an information form that includes details of the field trip, costs, transportation means, name of supervisor and a parent/guardian liability waiver must be submitted to the Head of School for approval. As of SY 2022, there is a new form for overnight trips.

Permission of parents/guardians is required for students to take part in any field trip. If a signed permission slip is not returned by the field trip date, the student will not be allowed to attend the field trip. At the discretion of the teachers involved or the administration, any student who has demonstrated patterns of inappropriate behavior or who has outstanding assignments may be asked to remain at school instead of attending the field trip. Fees to cover field trips may be requested, but cannot be required. Students will not be excluded for lack of ability to pay such fees.

Parents or guardians who are serving as chaperones on field trips must complete a Volunteer Criminal Background Check Form.

Whenever possible, bus transportation should be arranged for a field trip. The use of private vehicles is discouraged (and not allowed for pre-k students). If a staff member is transporting students on a field trip, he/she must: 1) be 21 years of age or older; 2) have a valid, non-probationary drivers' license and,

3) have no physical disability that might impair the ability to drive safely. The vehicle must: 1) have a valid registration; 2) be insured for minimum limits of \$100,000 per person/ \$300,000 per occurrence; 3) have an inspection log and be equipped with an approved emergency kit (both supplied by the school.). Parents/guardians may not transport students other than their own.

Drivers and/or chaperones should be given a copy of the approved itinerary including the route to be followed and a summary of their responsibilities. For field trips, one adult per ten students is required.

Fire Drills

Please refer to the School Emergency Plan.

Greeting Students

All teachers should be ready to greet students personally at their door by 7:30 a.m. to set the tone of their classroom communities for the day.

Gum/Candy

Candy and gum chewing by students is prohibited in the classroom and on school grounds at all times.

Harassment

Please refer to Policy 413, “Harassment and Violence”, (*Appendix F*).

Hazing Prohibition

Please refer to Policy 526, “Hazing prohibition”, on the website.

Holiday Celebrations

Holidays offer a time to reflect upon the feelings, beliefs, traditions and events that have great meaning in our lives. While the celebrations of holidays are special and enjoyable, we must use care when we incorporate the discussion of holidays into our curriculum as our school community is composed of individuals with varied religious and cultural backgrounds. Decorations that are hung in the classroom should reflect the season, not the holiday. These times are opportunities to explore the history, dances, stories, songs, traditions, decorations, foods and holidays of diverse cultures.

Inclement Weather

All school closings, delays in school openings or early dismissals due to inclement weather will be communicated through our emergency text messaging system and posted on the Winona and La Crosse, Wisconsin radio and television stations and Bluffview Montessori School web site. Communications that refer to the **Winona Area Public Schools** will pertain to Bluffview Montessori School as well. Parents and guardians should make advanced arrangements for their children in cases of closings, delays or early dismissals.

Injury or Illness of Students

The school nurse or an administrator will dismiss or approve dismissal of students who are ill or injured. Under no circumstance is a student to be dismissed by a teacher or educational assistant without notifying the office. The school nurse, office assistant, administrative assistant or an administrator will place a phone call to the parent or guardian or to others listed on the emergency form. Prior to pick-up, students who are ill should not be left in the front office. If the school nurse is unavailable, a teacher or teacher assistant should remain with the student in the nurse's office until a parent or guardian arrives.

The parent/guardian or designated person must come into the school office and sign the child out for the day. Under no circumstances, will a child be released from the school building until a parent, guardian, or designated adult signs the child out.

Any injury sustained by a pre-k student requiring medical attention will be reported to the Commissioner of Education within 24 hours.

If a child has an appointment, that child's parent or guardian must also stop in the office to sign the child out for the appointment. The office staff will call the child's classroom when the parent or guardian arrives in the office.

If a parent has a legitimate reason their child should not participate in Physical Education class for a day, they may write an excuse note and send it to school with their child. A written excuse from a physician is needed if a child cannot participate in Physical Education class for an extended period of time.

Injury Report

An *Injury Report* must be completed by any staff member who witnesses an incident involving an injury to a student. After completing the report (in pen or typed – do not use pencil), please make a copy for the student to take home and put the original in the nurse's box.

The parents/guardians will be notified immediately by the school nurse, an administrator or After School Program Coordinator if there is: 1) a head injury; 2) an injury that leaves a large mark, scratch or bruise; 3) a bee sting; 4) heavy bleeding; 5) an injury that requires a paramedic to be called. No attempt should be made to diagnose the seriousness of the incident for the parent/guardian.

Only soap, water, bandages and ice packs may be used by staff members to treat an injury.

Inspection of Property

Individuals upon 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 on school property of students and visitors existing on Bluffview Montessori School premises. The personal possessions of students, employees and guests may be searched only when the school administration has reasonable suspicion that the search will uncover evidence of a violation of law or 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 person'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. See Policy 502, "Search of Student Lockers, Desks, Personal Possessions, and Student's Person", on the website.

Instructional Materials

All Montessori materials, novels and library books, textbooks, computers and other resource materials are the property of Bluffview Montessori School. Please discuss the appropriate use and care for these instructional materials with your students. If, through carelessness or intent, a student damages an instructional material or classroom furniture, a replacement cost will be assessed.

Key Security

Each teacher is given a set of keys. Please be careful not to misplace or lose them as it may create a critical situation for the security of our school. If your keys are lost, please report this fact to the Building Manager. The last teacher leaving the building needs to walk through the building to assess security and then set the alarm near the front door.

Staff members normally are given the following keys:

1. Administrators, Custodian, Office Assistant - Key AA (pass key) and AO (admin offices)
2. Teachers, assistants and paras – Key: AA (pass key)
3. Independent Contractors – Key AA (as needed, i.e. YMCA, Click Click, etc.)

Kidnapping or Abduction

Please refer to Policy 806, "Crisis Management", and the School Emergency Plan (*Appendix G*).

Library

The library offers a variety of materials for a one-week check out period. Each classroom will schedule a designated library time during the week. In addition to being available for book check out, the librarian is also available to read to your students.

Fines for overdue library books and replacement costs for lost or damaged books will be assigned by the librarian and should be paid in a timely fashion.

Lunch

Assigned staff members must be present in the community room during the lunch period to supervise lunch and to dismiss the students back to the classroom. Please model and remind students to enter the community room in a single line, sit at the tables properly, speak in quiet lunch room voices, scrape trays and discard lunch materials appropriately, wash the lunch tables, and leave the community room in an orderly fashion.

Teachers on lunch duty are responsible for ensuring that their students clean up after themselves. Supplies are available for sweeping floors, crumbing tables and wiping up spills on floors and tables. Please do not excuse students until the table and the area under the table is clean.

If you are not assigned to lunch duty, please enjoy lunch with other staff members in the lounge. Teachers should not leave the building during lunch time as teachers are considered on duty at all times for supervision purposes.

Mailboxes- physical and electronic

Each staff member is expected to check his/her mailbox each morning and before leaving the building each afternoon. Many important pieces of information may be placed there throughout the day. Similarly, it is expected that staff check their email daily as that is the method for most school communication.

Media Emergency

Please refer to the School Emergency Plan.

Parent/Guardian Handbook

Please familiarize yourself with the Bluffview Montessori School Family Handbook. It is an expectation that each staff member will support and follow this document.

Parenting Leave

In accordance with Minnesota State law, Bluffview Montessori School will grant an unpaid leave of absence for up to twelve weeks in conjunction with the birth or adoption of a child. This leave of absence will be granted to any regular employee who has worked at least half-time for the previous twelve months and who becomes a biological or adoptive parent. Accumulated personal leave days may be used for parenting leave, if the employee so desires.

Placement of Students

Please refer to Policy 513, “Student Placement”, on the website.

Reporting Absences

When a child is absent from school, parents or guardians are expected to call or email the school office before 8:00 a.m. and state the reason for the absence. If the office is not notified, attendance personnel will call to inform parents that the child is absent and inquire about the reason for his/her absence.

Please send any notes or emails regarding absences to the office immediately when received.

Reporting Student Progress

Formal progress reports for each student will be mailed or otherwise distributed to parents or guardians twice a year for students in Kindergarten through eighth grade.

Parent-Teacher conferences will be held in the fall and spring. In addition to these regular conferences, arrangements for other conferences can be made by parents/guardians and teachers at any time during the school year.

Retention and Advancement

Please refer to Policy 504, “Retention and Advancement”, on the website.

Scheduling Exceptions

During the school year there will be scheduling exceptions. These exceptions may occur because of field trips, extra concert rehearsals, immersions, etc. These exceptions may take the form of no students during a scheduled class or no activity space during a scheduled class.

It is important to limit scheduling interruptions during such exceptions. *The entire schedule of the school cannot be allowed to grind to a halt simply because of a scheduling exception that involves a single level or a single subject or specialist class.* To allow such exceptions to impact the entire school is not fair to faculty and students and it is not best practices. Please adhere to the following guidance as to what expectations are for such exceptions:

1. Whenever you are scheduled to have a class, and the students are not involved in the exception activity, it is expected that you will conduct that class (in an alternate space, if necessary).
2. Whenever you are scheduled to have a class, and the students are involved in the exception activity, the expectation is that you will assist in the supervision of those students during that period of time. This applies to specialist teachers as well as regular classroom teachers. When you are in this supervision mode, please be on-task and helpful to those faculty members who are conducting the exception activity.
3. Whenever you are scheduled to have prep time, it is expected that you should be able to be involved in your regular prep activities.
4. When the exception activity is over, *everything* must go back to the normal schedule.

If your classroom space is being used for the exception activity, you should have a pre-planned exception activity or lesson that you can deliver to your class in a different space. In some instances, you may need to plan ahead with more than one such activity in order to accommodate other issues, such as weather, that could interfere with your best laid plans (While this may apply most often to PE, it could also involve other faculty members that have *multiple-use spaces*, such as the Band Room.)

Scheduling exceptions can cause involved students to miss PE, Art, Band, or Music. Such exceptions cannot be allowed to impact all students or all teachers to the point that everything in the school grinds to a halt. If the primary activity is impossible, then teachers will be expected to be professionally creative in planning alternative activities or lessons that academically challenge their students and allow other faculty members to continue with their normal schedules or take advantage of valuable prep times.

School Communications

Family communication folders will be sent home each Wednesday. These folders carry important information about school events. Each student will be given a vinyl folder that should last the entire

school year. Any all-school announcements, such as the weekly newsletter, will be given to the youngest or only child in the family. Each teacher will receive a list of students that are family folder carriers. If a student loses or willingly damages a vinyl folder they will be required to purchase a new one for \$1.35 in the front office.

Teachers should provide a copy of all classroom letters or other communications distributed to students or families to the Head of School. It is imperative that the Head of School has accurate and timely information if questions arise about activities, classroom procedures, etc.

School Dress Code

The dress code of Bluffview Montessori School is implemented for the purpose of fostering an accepting atmosphere, free of societal prejudices and developing a healthy self-concept for all students. Time and place 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.

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

Student dress should comply with reasonable standards of cleanliness and safety, be non-restrictive in movement and should not be disruptive to the operation of the school or inappropriate or suggestive for students. (e.g. ads for alcohol, illicit or illegal drugs/tobacco, sexually explicit or demeaning statements.) Clothing that is seen as sexually, racially or religiously offensive or immodest and 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 or return to the classroom.

No gang related signing, insignia, colors; tattoos, paraphernalia, or clothing may be communicated, worn or carried on school ground 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. Shoes and sandals must be safe and not make marks on the floors.

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 go outside each day when 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.

Parents are asked to mark their child's name on boots, coats, backpacks, etc.

School Money

Money for book orders, fundraisers, field trips, snack and supply fees, etc. must not be kept in

classrooms (or any other location other than the office). When money is collected, please put it in an envelope, marked with the purpose of the money and deliver it directly to the office assistant, administrative assistant, or the Head of School.

Severe Weather

Please refer to Policy 806, “Crisis Management”, and the School Emergency Plan (*Appendix G*).

Sexual Harassment

Please refer to Policy 413, “Harassment and Violence” (*Appendix F*).

Shooting on Campus

Please refer to Policy 806, “Crisis Management”, and the School Emergency Plan (*Appendix G*).

Smoking and Vaping

Bluffview Montessori School’s goal is to allow our students to develop within a healthy environment of learning. Smoking and vaping are therefore prohibited on the premises of Bluffview Montessori School. See Policy 419, “Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction”, on the website.

Snowballing

Snowballing is not permitted on the school premises due to the bodily dangers involved and risks of permanent injury.

Strangers/Intruders

Please refer to Policy 806, “Crisis Management”, and the School Emergency Plan (*Appendix G*).

Student Bus Behavior

Bluffview Montessori School follows the guidelines for student bus behavior as provided by Independent School District 861 in its publication Winona Public Schools Transportation Handbook For Transporting Public and Nonpublic Students. This handbook is provided to each family at the start of the school year. Please refer to the handbook and Policy 709, Student Transportation Safety”, on the website.

Students Fighting

Please refer to Policy 806, “Crisis Management”, and the School Emergency Plan (*Appendix G*).

Student Health Program and Information

Please refer to Policy 516, “Student Medication”, and Policy 530, “Immunization Requirements”, on

the website.

The information below is distributed to parents via the family handbook.

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.

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.

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 H*).

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 H*).

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 Records

A permanent record of each student is kept on file in the school office. The records include the following information: progress reports, results of standardized tests and attendance records. A separate health record with immunizations and screening reports is kept on file for each student.

All information in a student’s record is confidential and will only be discussed with the student’s parents or guardians. Any other disclosure of student information may only be done after obtaining written consent of a parent or guardian.

All Bluffview Montessori School employees are expected to be familiar with the Minnesota State and Federal laws and regulations regarding data privacy and confidentiality. Inappropriate disclosure of confidential information by an employee may be grounds for dismissal. See Policy 515, “Protection and Privacy of Pupil Records”, on the website.

Student Work

Assigned work plans and homework assignments help students develop the ability to work independently, to practice the basic skills initiated during class lessons and to creatively complete enrichment/research extension activities.

Each child in Grades 4-8 is encouraged to have an assignment book in which to copy the daily assignments. Teachers should monitor proper use of the assignment book by his/her students.

When a student has been absent, please keep a list of make-up work to be completed during his/her absence so he/she can keep up with the assigned work.

Please share consistent expectations with your students regarding their assigned student work: 1) Work should be done on regulation paper, done neatly and completely as per the directions given. 2) Math work should be done in pencil. 3) The use of cursive writing should be the expectation for all students. 4) Students should edit their work for correct spelling, punctuation, capitalization, grammar and mechanics. 5) If students keep notebooks for particular subjects, it is expected that the notebooks be organized and done neatly.

Substitute Teachers

Please refer to Policy 408, “Substitute Teachers”, on the website.

Please have a substitute folder available which includes lesson plans, directions for classroom management and daily classroom procedures. Specialist teachers will keep their substitute folder in the front office. It should contain activities that any substitute teacher can lead.

Supplementary Learning Materials

Please refer to Policy 630, “Supplementary Learning Materials”, on the website.

Tardiness – Student

Tardiness interferes with a student’s academic progress and is a disturbance to the other students and teachers in the classroom environment. Students should be at school and in their classroom by 7:45 a.m. A student who arrives at school after 7:45 a.m. must stop in the school office to sign in before going to the classroom. For more information, see Policy 503, “Student Attendance” (*Appendix J*).

Testing

The Fastbridge screening assessment is administered to students in Grades Pre-K -8 in the fall, winter and spring. This assessment is used to populate our intervention programs.

Minnesota Comprehensive Assessments are administered to students in Grades 3-8 in the spring. When MCA test results arrive, they will be given to parents.

Tornado Drills

Please refer to Policy 806, “Crisis Management”, and the School Emergency Plan (*Appendix G*).

Travel and Expense Reimbursement Please

Refer to Policy 412, “Expense Reimbursement”, on the website.

Truancy

Truancy is defined as absence from school with no legitimate purpose. Truancy laws apply to students who attend grades kindergarten through eighth grade at Bluffview Montessori School. see Policy 503, "Student Attendance", (Appendix J).

Universal Precautions

OSHA has recommended "universal blood and body-fluid precautions", most commonly referred to as "Universal Precautions." Universal Precautions are procedures to protect a person from becoming infected with germs.

"Universal Precautions" means:

- 1) All persons' blood and certain body fluids should be considered infected with HIV, HBV and/or other blood borne pathogens.
- 2) Infection-control precaution should be maintained to minimize the risk of exposure to these specimens.

The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, one should be prepared to use the appropriate precautions and techniques prior to providing care. Diligent and proper hand washing, the use of barriers, the wearing of latex gloves, appropriate disposal of waste products and needles and proper decontamination of spills are essential techniques to infection control. Using common sense in the application of these measures will enhance protection of both the employee and the student.

Care for Students: When possible, students should be encouraged to take care of their own injuries. Students can wash the cut and apply a bandage. Students should be encouraged to apply pressure with their own hand or tissue over a bloody nose. If you assist, you should provide a barrier between your skin and the blood of others. This can be done with gloves or a thick layer of paper towels or cloth.

An exposure incident to blood or other potentially infectious materials through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing. Always wash the exposed area immediately with soap and water. If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.

On an annual basis, there is a review of the Universal Health Precautions during the beginning of the year training.

Use of Telephones

In the event an employee receives a phone call during the school day, the message will be transferred into the employee's voicemail. Please check your voicemail at least twice a day to assure that you have received your calls.

Bluffview Montessori School telephones should be used for school business only. Personal phone calls should be kept to a minimum and personal business should generally be conducted at a site other than school.

Other than during lunch break, the use of cell phones by employees during the school day is strictly limited to school business calls.

Students should not use your classroom telephone or the office telephone to make after school arrangements or calls to parents/guardians or friends. These are not legitimate reasons to use the telephone. Only in the case of an emergency should a student be allowed to use the telephone during school hours. In this case, they may bring their cell phone to the office to make a call.

Use of Videos/CDs/Screens and other digital viewing materials

Please use videos/DVDs, etc, for the extension of concepts taught and not as mere entertainment fillers. PreK/K students may not have independent use of individual digital devices without direct instruction occurring unless outlined in an IEP.

Visitors

All visitors and guest speakers should be approved by administration prior to making arrangements for their visit. All visitors must register in the school office and obtain a visitor badge to wear while in the school.

GOVERNANCE

Board of Directors

The Bluffview Montessori School Board of Directors consists of members from the licensed teaching faculty, parents and community members. Teachers are encouraged to run for a position on the board during their employment at Bluffview.

The school does not expect teachers who are still completing their Montessori certification to participate on the board, but they are welcome too.

Special Board Committees

A number of special committees operate throughout the year to provide advice and guidance to the BOD 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 website.

The school does not expect teachers who are still completing their Montessori certification to participate on special committees.

Appendix A

Bluffview Montessori School Board Policies

The most recent copies of all board policies are available on the school's website at:

<https://www.bluffviewmontessori.org/school-board/policies/>

Appendix B

Bluffview Montessori School Initial Incident Report

CS 4001 Winona MN

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 employee, 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 disciplinary action: _____

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

Administrator Signature

Date

Reviewed by Board Chair

Date

Appendix C

Bluffview Montessori										
Approved 5.26.22										
Winona, Minnesota										
Board Approved Salary Schedule effective 7.1.22										
Formula used:	New base:	3% of BA	4% of BA	7% of BA	9% of BA	15% of BA	3% of MA	4% of MA	7% of MA	9% of MA
	\$ 30,900									
Step yrs of employee	BA/BS	BA + 15	Mont +1	Mont +2	BA + 30	MA	MA+15	Mont +1	Mont +2	MA+30
1	30,900	31,827	32,136	33,063	33,681	35,535	36,601	36,956	38,022	38,733
2	31,209	32,145	32,457	33,394	34,018	35,890	36,967	37,326	38,403	39,120
3	31,521	32,467	32,782	33,728	34,358	36,249	37,337	37,699	38,787	39,512
4	31,836	32,791	33,110	34,065	34,702	36,612	37,710	38,076	39,175	39,907
5	32,155	33,119	33,441	34,405	35,049	36,978	38,087	38,457	39,566	40,306
6	32,476	33,450	33,775	34,750	35,399	37,348	38,468	38,842	39,962	40,709
7	32,801	33,785	34,113	35,097	35,753	37,721	38,853	39,230	40,362	41,116
8	33,129	34,123	34,454	35,448	36,111	38,098	39,241	39,622	40,765	41,527
9	33,460	34,464	34,799	35,802	36,472	38,479	39,634	40,018	41,173	41,942
10	33,795	34,809	35,147	36,161	36,836	38,864	40,030	40,419	41,585	42,362
11	34,133	35,157	35,498	36,522	37,205	39,253	40,430	40,823	42,000	42,785
12	34,474	35,508	35,853	36,887	37,577	39,645	40,835	41,231	42,420	43,213
13	34,819	35,863	36,212	37,256	37,953	40,042	41,243	41,643	42,845	43,645
14	35,167	36,222	36,574	37,629	38,332	40,442	41,655	42,060	43,273	44,082
15	35,519	36,584	36,940	38,005	38,715	40,847	42,072	42,480	43,706	44,523
16	35,874	36,950	37,309	38,385	39,103	41,255	42,493	42,905	44,143	44,968
17	36,233	37,320	37,682	38,769	39,494	41,668	42,918	43,334	44,584	45,418
18	36,595	37,693	38,059	39,157	39,889	42,084	43,347	43,768	45,030	45,872
19	36,961	38,070	38,439	39,548	40,287	42,505	43,780	44,205	45,480	46,331
20	37,331	38,450	38,824	39,944	40,690	42,930	44,218	44,647	45,935	46,794
21	37,704	38,835	39,212	40,343	41,097	43,359	44,660	45,094	46,395	47,262
22	38,081	39,223	39,604	40,747	41,508	43,793	45,107	45,545	46,859	47,734
23	38,462	39,616	40,000	41,154	41,923	44,231	45,558	46,000	47,327	48,212
24	38,846	40,012	40,400	41,566	42,343	44,673	46,013	46,460	47,800	48,694
25	39,235	40,412	40,804	41,981	42,766	45,120	46,474	46,925	48,278	49,181
26	39,627	40,816	41,212	42,401	43,194	45,571	46,938	47,394	48,761	49,673
27	40,023	41,224	41,624	42,825	43,626	46,027	47,408	47,868	49,249	50,169
28	40,424	41,636	42,041	43,253	44,062	46,487	47,882	48,347	49,741	50,671
29	40,828	42,053	42,461	43,686	44,502	46,952	48,361	48,830	50,239	51,178
30	41,236	42,473	42,886	44,123	44,947	47,422	48,844	49,318	50,741	51,690
31	41,649	42,898	43,314	44,564	45,397	47,896	49,333	49,812	51,249	52,206
32	42,065	43,327	43,748	45,010	45,851	48,375	49,826	50,310	51,761	52,728
33	42,486	43,760	44,185	45,460	46,309	48,859	50,324	50,813	52,279	53,256
34	42,911	44,198	44,627	45,914	46,772	49,347	50,828	51,321	52,801	53,788
35	43,340	44,640	45,073	46,373	47,240	49,841	51,336	51,834	53,329	54,326
36	43,773	45,086	45,524	46,837	47,713	50,339	51,849	52,353	53,863	54,869
37	44,211	45,537	45,979	47,306	48,190	50,842	52,368	52,876	54,401	55,418
38	44,653	45,992	46,439	47,779	48,672	51,351	52,891	53,405	54,945	55,972
39	45,099	46,452	46,903	48,256	49,158	51,864	53,420	53,939	55,495	56,532
40	45,550	46,917	47,372	48,739	49,650	52,383	53,954	54,478	56,050	57,097
41	46,006	47,386	47,846	49,226	50,146	52,907	54,494	55,023	56,610	57,668
42	46,466	47,860	48,325	49,719	50,648	53,436	55,039	55,573	57,176	58,245
43	46,931	48,339	48,808	50,216	51,154	53,970	55,589	56,129	57,748	58,828
44	47,400	48,822	49,296	50,718	51,666	54,510	56,145	56,690	58,326	59,416
45	47,874	49,310	49,789	51,225	52,183	55,055	56,707	57,257	58,909	60,010
46	48,353	49,803	50,287	51,737	52,704	55,606	57,274	57,830	59,498	60,610
47	48,836	50,301	50,790	52,255	53,231	56,162	57,846	58,408	60,093	61,216
48	49,325	50,804	51,298	52,777	53,764	56,723	58,425	58,992	60,694	61,828

Appendix D - 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 E - 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 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.
- A. 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 – Crisis Management

POLICY 806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for Bluffview Montessori School administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations at Bluffview Montessori School. The step-by-step procedures suggested by this Policy will provide guidance to Bluffview Montessori School in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation.

Bluffview Montessori School will, to the extent possible, engage in ongoing emergency planning within Bluffview Montessori School and with emergency responders and other relevant community organizations. Bluffview Montessori School will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to Bluffview Montessori School staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

Bluffview Montessori School's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is tailored to meet Bluffview Montessori School's specific situation and needs.

Bluffview Montessori School's administration shall present tailored specific crisis management plans to the school board for review and approval. The crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the Bluffview Montessori School Crisis Management Policy

1. **General Crisis Procedures.** The Crisis Management Policy includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Bluffview Montessori School will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the Head of School or his or her designee. The Head of School or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Bluffview Montessori School administrators will submit lock-down procedures as part of the Bluffview Montessori School specific crisis management plan.
 - b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the Head of School or his or her designee. Bluffview Montessori School's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the Head of School or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.
 - c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The Head of School or his or her designee will announce the need for sheltering over the public address system or other designated system. The Head of School will submit sheltering procedures as part of the Bluffview Montessori School specific crisis management plan.
2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions.
 3. School Emergency Response Teams
 - a. Composition. The Head of School will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the Head of School. Bluffview Montessori School will maintain a current list of school emergency response team

members which will be updated annually. The Head of School, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the Bluffview Montessori School office.

- b. Leaders. The Head of School or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. Bluffview Montessori School Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of Bluffview Montessori School's Crisis Management Policy. The crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of Bluffview Montessori School's Crisis Management Policy. The crisis management plan shall set forth how students and parents are made aware of the plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)
2. The building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire

drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the Head of School's office.
7. Bluffview Montessori School will have prearranged sites for emergency sheltering and transportation as needed.
8. Bluffview Montessori School will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). Bluffview Montessori School also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

Bluffview Montessori School will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to the building. Facility diagrams and site plans will be maintained by the Head of School and will be easily accessible and on file in the Bluffview Montessori School office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Bluffview Montessori School will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the Bluffview Montessori School office and updated annually.

Bluffview Montessori School plans will set forth a process to internally communicate an emergency, using intercom systems, classroom telephones, cell phones, or emails, as well as the procedure to enable the staff to rapidly convey emergency information to the building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning and Notification Systems

Bluffview Montessori School shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan. Bluffview Montessori School should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The Head of School shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Bluffview Montessori School 's crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The Head of School will make decisions about closing the school as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or Bluffview Montessori School website), and will discuss the factors to be considered in closing and reopening the school.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The Head of School has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The Head of School will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that Bluffview Montessori School is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the Head of School determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.

4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Sexual Abuse
- F. Fight/Disturbance
- G. Assault
- H. Intruder
- I. Weapons
- J. Shooting
- K. Hostage
- L. Bomb Threat
- M. Chemical or Biological Threat

- N. Checklist for Telephone Threats
- O. Demonstration
- P. Suicide
- Q. Lock-down Procedures
- R. Shelter-In-Place Procedures
- S. Evacuation/Relocation
- T. Media Procedures
- U. Post-Crisis Procedures
- V. School Emergency Response Team
- W. Emergency Phone Numbers
- X. Highly Contagious Serious Illness or Pandemic Flu

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, and janitorial closets.

B. Visitors

Bluffview Montessori School shall implement procedures mandating visitor sign in and visitors in the school building. See Policy 903 (Visitors to School District Buildings and Sites).

Bluffview Montessori School shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

Bluffview Montessori School shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

Child Care Emergency Plan

Instructions: State law requires the following providers to use this form to create an emergency preparedness plan: (1) licensed child care centers (Minn. Stat. 245A.41, Subd. 3), (2) licensed family child care providers (Minn. Stat. 245A.51, Subd. 3), and (3) certified child care centers (Minn. Stat. 245H.15). Please refer to the Keeping Kids Safe planning guide for guidance in creating your emergency preparedness plan. This will be given to staff during beginning of year inservice week, and to all new employees as it is posted in the copy room. An abbreviated version will be in the family handbook.

1. Provider Information			
September 2011, August 2017, July 2018, August 2019, July 2020, July 2021, July 2022			
PROVIDER NAME Bluffview Montessori School			
1321 Gilmore Ave	Winona	MN	55987
507-452-2807	507-858-5524		
2. Shelter-in-Place / Lockdown Procedures			
If we need to stay in the building due to an emergency, the following procedures will be followed			
Classroom – Erdkinder in east wing		Windowless offices – SpEd room (formerly nurse office)	

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

When there is a lockdown situation such as an intruder or active shooter, the threat is determined by a staff member and "Lockdown" is announced over the PA. All doors are locked and all windows and blinds are closed. The children are instructed by their teacher to remain calm, duck and cover in an area of the classroom with limited visibility from windows. 911 is called by staff member, usually office staff, who then meet the police and direct them to the intruder. "All clear" is announced over the PA when the situation is controlled.

In the case of a tornado emergency, staff and students are notified over the PA. The building manager turns off the gas to the building at the meter shutoff valve. Students and staff are directed to the Erdkinder classroom in the east wing, which has no windows. Roll call is taken by each classroom teacher to determine if anyone is missing. All are then instructed to remain quiet and in a kneeling position until an "All Clear" is announced.

SHELTER-IN-PLACE / LOCKDOWN FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS
Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions

Students with disabilities or medical conditions will follow the same procedures as the other students. If they are unable, the student will be assisted by a teacher, paraprofessional or other staff member, who will direct them to the nearest, most accessible safe space in the building and remain with them until the "All Clear" is given.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

-Chemical or gas leak, an accident requiring immediate medical attention, kidnapping or abduction, stranger or intruder on campus, chemical or biological agent threats, shooting on campus, bomb threats, fire

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

-Chemical or gas leak, an accident requiring immediate medical attention, kidnapping or abduction, stranger or intruder on campus, chemical or biological agent threats, shooting on campus, bomb threats, fire, severe weather

Emergency Kit for Shelter-in-Place / Lockdown Situations

PLEASE DESCRIBE YOUR EMERGENCY KIT. Please see Keeping Kids Safe for more information about how to use your emergency kit during shelter-in-place and lockdown situations

Our emergency kits consist of but are not limited to: Clipboard with student class lists and contacts, date of birth, address, list of students with special needs (i.e. medical issues, prescription meds, dietary needs, allergies) and description of needs (marked confidential), list of school emergency procedures, whistle and red backpack for teacher identification, first aid kit with instructions, and small student activities (playing cards, checkers, etc.)

3. Evacuation and Relocation Procedures

IF WE NEED TO EVACUATE OUR SITE AND RELOCATE TO ANOTHER SITE, THE FOLLOWING PROCEDURES WILL BE FOLLOWED

EVACUATION ROUTES AND EXITS

Show how you and the children will leave from any room in the building

All rooms have a floor plan with evacuation routes posted. If evacuation is necessary, staff and students will use their designated route, generally their classroom door, to meet outside on the track on the southeast side of the building. The students will line up by class and the teachers will take attendance. If the students and staff need to relocate to another site, they will remain in line and walk over to the Winona Mall with their teachers. The Winona Mall is located across the parking lot from Bluffview Montessori School on the southeast side. Once students have been relocated to the Winona Mall, attendance will once again be taken by teachers.

EVACUATING INFANTS AND TODDLERS Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building
Bluffview Montessori School does not have infants or toddlers in attendance.

EVACUATING CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS Describe any special circumstances or procedures needed for evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child's medically necessary medicine

Students with disabilities or medical conditions will follow the same procedures as the other students. If they are unable to evacuate themselves, the student will be assisted by a teacher, paraprofessional or other staff member, who will direct them to safety.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

-Chemical or gas leak, an accident requiring immediate medical attention, kidnapping or abduction, stranger or intruder on campus, chemical or biological agent threats, shooting on campus, bomb threats, fire

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

-Chemical or gas leak, an accident requiring immediate medical attention, kidnapping or abduction, stranger or intruder on campus, chemical or biological agent threats, shooting on campus, bomb threats, fire, severe weather

Emergency Kit for Evacuation and Relocation Situations

DESCRIBE YOUR EMERGENCY KIT. Please review Keeping Kids Safe for more information about how to use your emergency kit during evacuation and relocation situations

Our emergency kits consist of but are not limited to: Clipboard with student class lists, contacts, date of birth, address, list of students with special needs (i.e. medical issues, prescription meds, dietary needs, allergies) and description of needs (marked confidential), list of school emergency procedures, whistle and hat for teacher identification, first aid kit with instructions, and small student activities (playing cards, checkers, etc.)

Relocation - Location 1

BUILDING NAME Winona Mall Office		REASON(S) TO EVACUATE TO LOCATION 1 Chemical/gas leaks, damage to building following severe weather, bomb threats, fire, intruder/active shooter		
ADDRESS 1213 Gilmore Ave		CITY Winona	STATE MN	ZIP CODE 55987
PHONE NUMBER 507-454-7295		EMERGENCY PHONE 507-858-5524		
TRANSPORTATION TO LOCATION 1 Walk				

OTHER DETAILS designated as rally point with Local Police Department. Sugarloaf Ford is the Parent Rally point

Relocation - Location 2 (optional)

BUILDING NAME Taco Bell		REASON(S) TO EVACUATE TO LOCATION 2 Intruder/active shooter	
ADDRESS 1455 Gilmore Ave	CITY Winona	STATE MN	ZIP CODE 55987
PHONE NUMBER 452-1530	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 2 –Walk			
OTHER DETAILS designated as rally point with Local Police Department. Sugarloaf Ford is the Parent Rally point			

4. Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians or designated contacts as soon as it is safe.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The parent Rally Point is designated as Sugarloaf Ford. If an evacuation occurs, all parents will be directed there-local Police Department has that information as well. In an emergency situation the PD will have direct oversight on the reunification process.

First attempt at parent contact for reunion will be phone calls or email to all numbers provided to the school. If a parent or guardian is unable to be reached, we will then call the emergency contact numbers on file for each student, which are provided by the parent. Our Student management system URL and passwords are saved on a shared google Doc with the 4 admin staff. Being on Google allows remote access to all required student information from any location with a computer.

In the event we are unable to reach contacts, we will appeal to the police and fire departments to establish contact. In the event of a relocation situation, the help of the news media may be invoked.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Parent/guardian contact information is located in a binder in the front office of Bluffview Montessori as well as housed in the school's database. Each classroom also maintains its own student contact list, stored confidentially.

All data can be accessed through virtual logins as the school SIS is fully virtual. It can also be accessed from any computer with internet access.

Release Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)

OTHER DETAILS ABOUT RELEASE OR REUNIFICATION

In order to release students to their parents or emergency contacts, they must be checked out by the individual, showing identification and allowing staff to determine and denote that the student has been safely reunited.

5. Continuing Operations Procedures

In the period during and after a crisis, the following procedures will be followed regarding continuing operations

Notification and Decision Making

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION-MAKING PROCESS REGARDING CONTINUED OPERATIONS DURING A CRISIS

Head of School – Henry Schantzen, Assistant Head of School – Sherry Lohmeyer, Building Manager – Andrew Richardson, Board of Directors Executive Member (Ann-Marie Dunbar), and emergency services may all be notified.

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED OPERATIONS AFTER A CRISIS

Board of Directors and staff will convene (special session) to discuss event, policies and procedures in an open meeting forum. This will include an invitation to all Bluffview Montessori community stakeholders sent via email.

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

6. Emergency Contact Information**For Emergencies - Dial 911****Law Enforcement Agencies**

CITY (if applicable) Winona	CONTACT NAME Winona Police Department
NON-EMERGENCY NUMBER 507-457-6302	24-HOUR EMERGENCY NUMBER 911
CITY (if applicable)	CONTACT NAME
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER

Utility Emergency Phone Numbers

ELECTRIC 800-481-4700	COMPANY Xcel Energy
CONTACT PERSON Customer Service	24-HOUR EMERGENCY NUMBER 800-895-1999
GAS 800-481-4700	COMPANY Xcel Energy
CONTACT PERSON Customer Service	24-HOUR EMERGENCY NUMBER 800-895-2999
WATER 507-457-8262	COMPANY City of Winona - provider
CONTACT PERSON Plumber's Mechanical Group – local plumber	24-HOUR EMERGENCY NUMBER 507-452-7587

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Winona County Attorney's Office – Victim Services	PHONE NUMBER 507-457-6586
POST-CRISIS MENTAL HEALTH HOTLINE Hiawatha Valley Mental Health Center	PHONE NUMBER 507-454-4341
FIRE DEPARTMENT Winona Fire Department	PHONE NUMBER 507-457-8266
OTHER Summit Companies (Fire, intrusion monitoring)	PHONE NUMBER 507-280-0622
NAME OF INSURANCE AGENCY WA Group	
INSURANCE CONTACT PERSON Derek Espy	PHONE NUMBER 507-452-3366

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER

1996

LICENSED OR CERTIFIED BY STATE OR COUNTY

LICENSOR NAME

Winona County Department of Human Services

LICENSOR PHONE

507-457-6241

Child Care Assistance Program (CCAP) Information (if applicable)

CCAP PROVIDER ID

1996

CCAP AGENCIES REGISTERED WITH

Winona County Department of Human Services

CCAP AGENCY PHONE NUMBER(S)

507-457-6241

7. Identification of Hazards

This section is provided as a resource for your emergency preparedness. It allows you to identify the risk of certain hazards occurring, the impact that a hazard could have if it did occur, and how you would continue operating during and after the emergency.

Attention licensed child care centers: You are not required to complete this section as you should have already identified potential risks and impacts as part of your Risk Reduction Plan (see Minn. Stat. 245A.66). If you have not addressed any of these hazards that could impact your site, you should use this section or add items to your Risk Reduction Plan.

HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
Fire	<p>EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building</p> <p>All rooms have a floor plan with evacuation routes posted. If evacuation is necessary (fire alarm sounds), staff and students will use their designated route, generally their classroom door, to meet outside on the track on the southeast side of the building. The students will line up by class and the teachers will take attendance. If the students and staff need to relocate to another site, they will remain in line and walk over to the Winona Mall with their teachers with emergency kits in tow. The Winona Mall is located across the parking lot from Bluffview Montessori School on the southeast side. Once students have been relocated to the Winona Mall, attendance will once again be taken by teachers and the child reunification procedures will take place. The Head of School or Assistant Head of School will coordinate with emergency services as needed.</p>
Flood	<p>EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building</p> <p>All rooms have a floor plan with evacuation routes posted. If evacuation is necessary an announcement will be made over the speaker system by admin, staff and students will use their designated route, generally their classroom door, to meet outside on the track on the southeast side of the building. The students will line up by class and the teachers will take attendance. If the students and staff need to relocate to another site, they will remain in line and walk over to the Winona Mall with their teachers with emergency kits in tow. The Winona Mall is located across the parking lot from Bluffview Montessori School on the southeast side. Once students have been relocated to the Winona Mall, attendance will once again be taken by teachers and the child reunification procedures will take place. The Head of School or Assistant Head of School will coordinate with emergency services as needed.</p>
Gas/Chemical Leaks	<p>EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building</p> <p>All rooms have a floor plan with evacuation routes posted. If evacuation is necessary (fire alarm may be pulled and announcement made over the speaker system), staff and students will use their designated route, generally their classroom door, to meet outside on the track on the southeast side of the building. The students will line up by class and the teachers will take attendance. If the students and staff need to relocate to another site, they will remain in line and walk over to the Winona Mall with their teachers with emergency kits in tow. The Winona Mall is located across the parking lot from Bluffview Montessori School on the southeast side. Once students have been relocated to the Winona Mall, attendance will once again be taken by teachers and the child reunification procedures will take place. The Head of School or Assistant Head of School will coordinate with emergency services as needed.</p>
Hazardous Materials	<p>EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building</p> <p>All rooms have a floor plan with evacuation routes posted. If evacuation is necessary (fire alarm may be pulled and announcement made over the speaker system), staff and students will use their designated route, generally their classroom door, to meet outside on the track on the southeast side of the building. The students will line up by class and the teachers will take attendance. If the students and staff need to relocate to another site, they will remain in line and walk over to the Winona Mall with their teachers with emergency kits in tow. The Winona Mall is located across the parking lot from Bluffview Montessori School on the southeast side. Once students have been relocated to the Winona Mall, attendance will once again be taken by teachers and the child reunification procedures will take place. The Head of School or Assistant Head of School will coordinate with emergency services as needed.</p>
High or Low Temperatures	<p>Students do not go outside if the temps are below 0 degrees F, including the wind chill indicator. This includes waiting for the bus at pick up time. High temps may also require the students to remain indoors...we receive automated alerts from NOAA in La Crosse which helps to determine if conditions are so extreme that the students should remain indoors (site is air conditioned). If the students do go out in high temps, they will be monitored closely, and their outdoor time will be reduced with regular trips for water consumption.</p>
Infectious Diseases	<p>Students that are sick will be isolated from the other students and sent home as written in the Exclusion policy. Those diagnosed with an infectious disease will be reported to the commissioner in accordance with the Exclusion policy as well, and excluded from school until cleared by a physician.</p>
Nuclear Power Plant	<p>Please note, there are two nuclear power plants in Minnesota. Depending on your proximity to these plants, which are located in Welch and Monticello, you may/may not have a potential "risk of harm."</p>

Severe Winter Weather	The local school district provides our bussing, and therefore decides if school is to be delayed, closed or closed early. These decisions are posted on the school website, and texted and emailed out to the community. In the case of early dismissal from school, staff will remain until all students are accounted for and dismissed.
Thunderstorm	In the event of a severe thunderstorm, students will be moved away from the exterior walls that contain windows. Admin will monitor the weather closely through NOAA and maintain awareness of potential for flooding, tornado, or other potential issues resulting from the storm. In an extreme case, the students/staff may be moved to the tornado locations.
Tornado (Shelter in place)	Students in Children's House will relocate to the secondary SPED room (former nurses office), and the rest of the school will move to the Erdkinder room which was designed and built as a shelter for severe weather. All children will assume the correct position on the floor, kneeling with head between knees and hands covering the back of their necks until the all clear is given by admin who will be monitoring the weather (NOAA) from one of the listed secure locations.
Violent Incidents (lockdowns)	We conduct full and partial lock downs for intruder/violent incidents. A full lockdown (announced over speakers) includes the closing of doors, locking of all deadbolts and closing of all blinds/curtains with children moving to a designated place of least visibility. There is an emergency button in the office, under the desk for admin to press to call emergency services immediately. Lock down remains until admin issues all clear over the speaker system. In event of active shooter that would indicate an evacuation (run hide fight training from local police department), the evacuation rally points are Taco bell (west) and The Winona Mall Office (east), with a parent rally point at Sugarloaf Ford. The Winona Police Department have that on record, along with a campus floor plan.
Medical Emergency	911 is to be called at any time if the staff deems it prudent. Most of the Children's House staff and admin is CPR/First Aid/anaphylaxis trained by the Red Cross. It is made known that if an onsite emergency to reach out to admin and we will get the help needed right away. Students that need individualized health plans have them, and they are shared with appropriate staff. There are 2 epipen jr's in the nurse office for use by trained staff as needed. Blood borne pathogen training takes place for all staff annually. If the subject of the emergency is independently ambulatory then staff will escort to the nurse office, informing admin as soon as reasonably possible. If non-ambulatory, staff will remove observers from the site, and provide care until appropriate help arrives.
Fight/Disturbance	Office / Admin is notified, 911 or other authorities may be called as deemed necessary. The CPI team should be mobilized and ready to help also, and may be the first on the scene of a student fight or disturbance. If outside, and no staff or students are involved, soft lockdown will take place and authorities will be contacted while admin monitors the situation, intervening if deemed necessary.
Hostage	911 will be called, soft or full lockdown may be called as deemed necessary.
Bomb Threat	911 will be called. Admin will determine the best course of action-vacate to the student/staff offsite rally points or stay put. Decisions will be situational as info is obtained.
Checklist for Phone Threats	There is a checklist in the front cover pocket of the emergency procedures binder, which sits on the counter under the communication window to the foyer (right of the office assistant workspace)
Demonstration	If a demonstration should take place onsite, step one will be a soft lock down. Admin will be contacted to communicate with the demonstrators. A call to 911 may be deemed necessary if there is aggression, which may also trigger a full lock down as needed.
Suicide	Resources include but are not limited to: HVELD (Hiawatha Valley Education District), MACS (MN Association of Charter Schools), WAPS (Winona Public Schools), HVMH (Hiawatha Valley Mental Health) teams at our disposal along with the Trauma Informed team at WSU. Also the Crisis Response for Southern Minnesota 1-844-274-7472.
Media Procedures	All media inquiries, etc should be directed to the Head of School or the Bluffview School Board Chair.
Post-Crisis Procedures	Resources include but are not limited to: HVELD (Hiawatha Valley Education District), MACS (MN Association of Charter Schools), WAPS (Winona Public Schools), HVMH (Hiawatha Valley Mental Health) teams at our disposal along with the Trauma Informed team at WSU. Also the Crisis Response for Southern Minnesota 1-844-274-7472.
School emergency response team	We have a CPI – crisis prevention and intervention – team for student related behaviors and needs. They are easily called on weekdays. The office may be called also. If a larger response team is needed in the case of a large scale event, we have HVELD, MACS, WAPS, HVMH teams at our disposal along with the Trauma Informed team at WSU. Also the Crisis Response for Southern Minnesota 1-844-274-7472.

Other	
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8. Child Emergency Contact Information

You should collect each child's emergency contact information and keep it with your emergency kit(s). Licensed child care centers and licensed family child care providers already collect this information from parents/guardians upon enrollment.

Keep the following information with your emergency kit(s) in case of an emergency:

Child specific information:

- ☐ Child's name
- ☐ Child's address
- ☐ Child's date of birth
- ☐ (If applicable) Special instructions for children with disabilities or chronic medical conditions

Parent/guardian information:

- ☐ Name(s) & relationship to child
- ☐ Preferred contact information (i.e., phone number or email address)
- ☐ Alternate emergency contacts
- ☐ Individuals authorized for pick-up

For licensed family child care providers, this information is on the first page of each child's Admissions and Arrangements form. Keep a copy of the first page of each child's Admissions and Arrangements form with your emergency kit(s) so that the information can be easily accessed in an emergency.

Please note: Do not post any child-specific information with your emergency plan or share it with other parents.

Appendix H – 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, non school-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 non school-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 non school-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 nonschool-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) nonschool-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 I – Distribution of Materials on School District Property by Nonschool Persons

POLICY 904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by non staff and nonstudents on Bluffview Montessori School property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of Bluffview Montessori School.

II. GENERAL STATEMENT OF POLICY

- A. Bluffview Montessori School intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. “Distribution” means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. “Materials” includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. “Nonschool person” means any person who is not currently enrolled as a student in or employed by Bluffview Montessori School.
- D. “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, and lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. “Minor” means any person under the age of eighteen (18).
- F. “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.
- G. “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, other theatrical productions, and in-school lunch periods.
- H. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration or Human Resources Coordinator on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous;
 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 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, religion, 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. Permission for nonschool persons to distribute materials on Bluffview Montessori School property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration or Human Resources Coordinator 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, 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

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration or Human Resources Coordinator, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration or Human Resources Coordinator at least five days in advance of desired distribution time, together with the following information:
 - 1. Name and phone number of the person submitting the request.
 - 2. Date(s) and time(s) of day of requested distribution.
 - 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 - 4. The proposed method of distribution.
- B. The administration or Human Resources Coordinator will review the request and render a decision. The administration or Human Resources Coordinator will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration or Human Resources Coordinator of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the Head of School. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

Bluffview Montessori School administration or Human Resources Coordinator may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Appendix J – 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 extracurricular activity non school related.
- (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
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

1. 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.
2. 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.