

Bluffview Montessori School Staff Handbook



2024-2025

Bluffview Montessori School, 4001-07
1321 Gilmore Avenue
Winona, MN 55987

Telephone: 507-452-2807
Office email: office@bluffviewmontessori.org
Web Site: www.bluffviewmontessori.org

Table of Contents

WELCOME TO BLUFFVIEW MONTESSORI SCHOOL.....	7
Brief History.....	7
Bluffview Today.....	7
Governing Organization.....	7
Special Board Committees.....	8
Authorizer.....	8
Vision Statement.....	8
Mission Statement.....	8
Core Values.....	8
Culture.....	9
Students.....	9
Parents/Guardians.....	9
Bluffview’s Instructional Staff.....	9
Classroom Teachers.....	9
Teaching Assistants.....	10
Specialists Teachers.....	10
Support Team Members.....	10
Administrators.....	10
Board Members.....	10
EMPLOYEE POLICIES AND PROCEDURES.....	11
Academic Dishonesty-Staff Members.....	11
Attendance-Staff Members (Information for subs can be found on p. 44 and in Appendix A).....	11
Attendance at School Events.....	12
Attendance of Students.....	12
Bereavement Leave.....	12
Calendar.....	12
Cash Management.....	12
Classification of Employment.....	13
Community/School Service.....	14
Compensation.....	14
Complaints.....	19
Confidentiality.....	19
Corridor Teacher Meetings.....	20
Drug-Free Workplace/Drug-Free School.....	20
Employment Separation.....	20
At Will Employment.....	20
Resignation.....	20

Terminations Due To Workforce Reductions.....	20
Terminations for Other Reasons or for No Reason.....	20
Employee Benefits.....	21
After School Care Benefit.....	21
AMS Membership.....	21
Cafeteria Plan.....	21
Children’s House Tuition Assistance	21
Life Insurance Policy.....	21
Retirement Plan.....	21
Holidays.....	22
Leave Plans.....	22
Personal Leave Time (PLT) Days.....	22
Earned Sick and Safe Time (ESST).....	23
Jury Duty.....	23
Bereavement Leave.....	23
Leave of Absence	24
Parenting Leave.....	24
PFMLA.....	24
Subpoenas.....	25
Vacation.....	25
Employee Montessori Training and Reimbursement.....	25
Credential Option.....	25
Credit Based Program.....	26
Master’s Program.....	26
Employee (Non-Montessori) Tuition Reimbursement Assistance Program.....	26
Additional License Attainment for Current Certified Staff.....	27
Initial License Attainment for Current Non-Certified Staff.....	27
Employee Status.....	27
Equal Employment Opportunity.....	28
Injuries at Work.....	28
Letters of Employment.....	28
Meals.....	28
Off Duty Employee Conduct.....	28
Performance Evaluations of Instructional and Non-instructional Staff.....	29
Personnel Files.....	29
Professional Dress Attire.....	29
Stipends.....	29
Title IX Statement of Non-Discrimination.....	30
Whistleblower Protections.....	30

CLASSROOM OPERATIONS POLICIES AND PROCEDURES.....	31
Accidents.....	31
Animals in the Classroom.....	31
Attendance-Students.....	31
Behavior and Discipline.....	32
School Wide Components.....	32
Classroom Components.....	33
Discipline.....	33
Bicycles.....	33
Birthday/Holiday Treats.....	33
Bomb Threat Procedures.....	33
Bullying Prohibition.....	34
Chemical/Biological Agents.....	34
Chemical/Gas Leaks.....	34
Child Abuse Reporting.....	34
Classroom Assistants.....	34
Cleaning.....	34
Contacting Teachers.....	35
Distribution of Materials on School District Property by Nonschool Persons.....	35
Emergency School Closings or Late Starts/Inclement Weather.....	35
Excused and Unexcused Student Absences.....	35
Extra Staff Duties.....	35
After School Bus Duty.....	35
Lunchroom Duty.....	35
Recess Duty.....	35
Family Handbook.....	36
Fees.....	36
Field Trips.....	36
Fire Drills.....	37
Greeting Students.....	37
Gum/Candy.....	37
Harassment.....	37
Hazing Prohibition.....	37
Holiday Celebrations.....	38
Injury or Illness of Students.....	38
Injury Report.....	38
Inspection of Property.....	39
Instructional Materials.....	39
Key Security.....	39

Kidnapping or Abduction.....	39
Library.....	39
Lunch.....	39
Mailboxes- physical and electronic.....	40
Media Procedures.....	40
Ownership of Materials.....	40
School-Purchased and Donated Materials.....	40
Teacher/Staff Member-Purchased Materials.....	41
Handmade Materials.....	41
Placement of Students.....	41
Reporting Absences.....	41
Reporting Student Progress.....	41
Retention and Advancement.....	42
Scheduling Exceptions.....	42
School Communications.....	43
School Dress and Appearance.....	43
School Money.....	44
Severe Weather.....	45
Sexual Harassment.....	45
Shooting on Campus.....	45
Snowballing.....	46
Staff Lounge.....	46
Staff/Teacher Meetings.....	46
Strangers/Intruders.....	46
Student Bus Behavior.....	46
Students Fighting.....	46
Student Health Program and Information.....	47
Immunizations.....	47
Inhalers.....	48
Medications.....	48
Student Publications and Materials.....	49
Distribution of Nonschool-Sponsored Materials on School Premises.....	49
School-Sponsored Media.....	49
Student Records.....	50
Student Surveys.....	50
Student Work.....	50
Substitute Teachers.....	51
Supplementary Learning Materials.....	51
Teacher Salary Schedule.....	51

Testing.....	51
Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction.....	52
Tornado Drills.....	52
Travel and Expense Reimbursement.....	52
Truancy.....	52
Universal Precautions.....	52
Use of Telephones.....	53
Use of Videos/CDs/Screens and other digital viewing materials.....	53
Visitors.....	53
Appendix A - Substitute Teachers.....	55
Appendix B - Student Attendance.....	57
Appendix C - Calendar.....	65
Appendix D - Incident Report Form.....	66
Appendix E - Drug-Free Workplace/Drug-Free School.....	67
Appendix F - Earned Sick and Safe Time (ESST) Employee Notice.....	72
Appendix G - Montessori Tuition Reimbursement Request Form.....	73
Montessori Tuition Reimbursement Request Form.....	74
Appendix H - Montessori Tuition Reimbursement Program Application Form.....	75
Appendix I - Non-Montessori Tuition Reimbursement Program Application Form.....	76
Appendix J - Non-Montessori Tuition Reimbursement Request Form.....	77
Appendix K - Crisis Management.....	78
Appendix L - Student Discipline and Notice of Suspension.....	95
PRIVACY NOTICE (Tennessee Warning).....	115
NOTICE OF SUSPENSION.....	116
Appendix M - Bullying Prohibition.....	117
Appendix N – Distribution of Materials on School District Property by Nonschool Persons.....	125
Appendix O - Harassment and Violence.....	129
Appendix P - Materials Approval Form.....	138
Appendix Q – Distribution of Nonschool-Sponsored Materials.....	140
Appendix R – Student Surveys.....	143
Appendix S - Teacher Salary Schedule.....	146
Appendix T – Tobacco Free Environment.....	148

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 to 5:00 pm.

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 on 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](#).

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.

Authorizer

Volunteers of America – Minnesota (VOA) serves as Bluffview Montessori School's charter school authorizer. For more information, see the [website](#).

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.

EMPLOYEE POLICIES AND PROCEDURES

American with Disabilities Act (ADA) and Reasonable Accommodations

Bluffview Montessori is committed to the fair and equal employment of individuals with disabilities under the ADA. It is **Bluffview Montessori's** policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the school. **Bluffview Montessori** prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the Director or HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation to the extent permitted and in accordance with applicable law. The company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made or if any other possible accommodations are appropriate. If medical documentation regarding the disability and possible accommodations is requested, the employee is responsible for providing such information. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of **Bluffview Montessori** to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. **Bluffview Montessori** prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

Academic Dishonesty-Staff Members

Bluffview Montessori School has developed specific plans for dealing with issues of academic dishonesty for both students and staff members. "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 plagiarism or cheating.
2. Employee must re-do work.
3. An entry will be made in the 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 (Information for subs can be found on p. 44 and in Appendix A)

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

Staff and faculty members who want to schedule personal leave time (PLT) must complete an absence request on Red Rover two weeks in advance. PLT will be granted upon approval by the Head of School and you will be notified if your request is 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 submit the absence to Red Rover. Doing so allows for accurate reporting of PLT hours.

During normal school days, teachers are on-duty between 7:30-3:30. 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. Employees, unless they have volunteered to park elsewhere to free up spaces in our parking lot, are expected to use the front door. Those volunteers parking elsewhere should provide administration with notice that they will be parking off site so we have a record of it.

If you are ill, please report your absence/sub request on Red Rover by 6:00 a.m. or the night before if possible. If there is an emergency, contact Sherry Lohmeyer. Refer to p. 45 for sub planning expectations and Appendix A for more information. Teachers that have an assistant serving as the substitute must also notify the assistant to collaboratively plan the day.

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 on the “Bluffview Attendance and Meal Count” sheet that is sent out weekly. 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 completed by 8:00 a.m. each day. Students arriving after 7:45 a.m. should be marked tardy by putting the time they arrive in the attendance sheet. For detailed information, see Policy 503, “Student Attendance”, in Appendix B.

Calendar

For instructional staff, the 2025-2026 Bluffview Montessori School calendar consists of 173 student contact days and 10 professional development in-service days. Paras/assistants have 8 professional development in-service days. The 2025-2026 academic calendar begins on September 2, 2025 and ends on June 4, 2026. See appendix C for the full calendar.

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, the administrative assistant 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 into the office. Office personnel will handle all Petty Cash transactions.

Tax exempt cards are available in the front office 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 paid sales tax.

Classification of Employment

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are primarily assigned and by their normal work schedule. Accordingly, School classifies employees as follows:

Position Classification

School-Year Employees: Employees who are hired to work during the school year and who follow a specific, pre-established schedule of workdays. Such employees may be considered "full-time," "part-time," or "temporary" as well as either "exempt" or "non-exempt" as defined below.

Administrative Employees: Employees who are hired to work on an administrative schedule; such employees may be considered "full-time," "part-time," or "temporary" as well as either "exempt" or "non-exempt" as defined below.

Position Status

Regular, Full-Time Employees: Employees intended to be part of ongoing operations that are regularly scheduled to work 40 or more hours per week. Such employees may be considered "school-year" or "administrative" employees as well as "exempt" or "non-exempt" as defined below. Although "regular" employees are entitled to be part of continuing operations, there is no guarantee that the job will continue. Any position may be eliminated at any time at the discretion of the School.

Regular, Part-Time Employees: Employees intended to be part of ongoing operations that are regularly scheduled to work less than 40 hours per week. Such employees may be considered "school-year" or "administrative" employees as well as "exempt" or "non-exempt" as defined below. Although "regular" employees are entitled to be part of continuing operations, there is no guarantee that the job will

continue. Any position may be eliminated at any time at the discretion of the School.

Temporary Employees: Employees not necessarily intended to be part of continuing operations that are hired to work on a full-time or part-time basis with the understanding that their employment will be terminated upon completion of a specific assignment. Employees hired to be on-call to fill-in as needed are also considered temporary employees. Such employees may be considered “school-year” or “administrative” employees as well as “exempt” or “non-exempt” as defined below.

Position FLSA

Non-Exempt Employees: Employees who are required to be paid a minimum wage and overtime at the federal or state prescribed wage rate, whichever is higher. Such employees may be considered “full-time,” “part-time,” or “temporary” as well as either “school-year” or “administrative” as defined above.

Exempt Employees: Employees who are not required to be paid a minimum wage and overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Executives, professional employees, outside sales representatives, certain computer programmers and employees in some administrative positions are typically exempt. Such employees may be considered “full-time,” “part-time,” or “temporary” as well as either “school-year” or “administrative” as defined above.

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

HOURS OF OPERATION

While school is in session, it is vital that employees are present and ready to respond to student needs. Therefore, core business hours are from 7:15 a.m. – 3:30 p.m., Monday through Friday. The school day for non-administrative employees is 7:15 to 3:30. All employees are expected to be present and available to work at the start of their shift each scheduled day.

Unless approved by the School Director, flexible, telework, and/or compressed work schedules will not be permitted.

LUNCH AND BREAKS

Non-exempt employees are required to take an unpaid lunch break of 30 minutes, at the very minimum, for every 6 hours they are scheduled to work.

ABSENTEEISM AND TARDINESS

The absence of any employee, including arriving late or leaving early adversely affects the school and results in additional work for other employees. Therefore, we expect all employees to assume diligent

responsibility for their attendance and promptness. Continued dependability, quality and pride of service are factors over which each employee can influence. If an employee is absent and cannot perform the duties on time, or if the employee produces substandard work due to excessive absenteeism then the students pay the price.

It is extremely important that employees be punctual in their arrival for work at the beginning of the workday or shift to which they are assigned. If an employee knows that he or she will be absent or late arriving for work, they should notify the designated person as soon as possible or at least 30 minutes before the shift begins. Teachers are requested to notify the designated person the night before so that substitutes can be arranged to cover class. When employees are sick they are expected to call the designated person by 3 p.m. that day to notify the School whether they will be returning the next day.

Absences from work other than sick days, approved leaves or personal days scheduled on the school calendar will not be paid.

If an employee is absent for three or more consecutive workdays, a statement from a physician may be required before the employee will be permitted to return to work. In such instances the School also reserves the right to require that the employee submits to an examination by a physician designated by the School at its discretion.

Unexcused or excessive absenteeism or tardiness may be grounds for disciplinary action, up to and including termination. If an employee is absent for three or more consecutive business days and fails to properly report the absences, this will be considered a resignation of the position and the employee will be terminated for job abandonment.

PAYMENT OF SALARY

All employees will be paid semi-monthly on the 15th of the month and last day of the month. For paydays falling on a weekend or a holiday, employees will be paid on the prior business day. Although direct deposit is an option for all employees, if an employee is absent on payday and someone else is to pick up the check, it will not be released without a signed note from the employee authorizing the named person to pick it up. The person designated to pick up the check will be asked to produce identification that is satisfactory to management or the check will not be released.

If an employee resigns from the School, the final paycheck made to the employee will be issued on the next regular pay cycle as accorded by state law. If an employee is terminated, the School will issue a check by the date agreed upon in writing between the School and the employee or as dictated by state and federal law.

Employees are responsible for promptly notifying the human resources representative of any changes to or errors in their deductions. Any necessary adjustments are usually made on the employee's next paycheck.

OVERTIME PAY

It is the decision of the School that employees will not be permitted to work overtime without the express, written permission of both the supervisor and School Director. At the supervisor's discretion, an employee's work schedule may be adjusted during a workweek to avoid overtime. Employees working overtime without approval will be subject to disciplinary action.

When a non-exempt employee does work over 40 hours per workweek, the employee will receive overtime pay at a rate of one and one-half times their regular pay for the excess time worked in accordance with the Federal Labor Standards Act (FLSA). Approved paid absences, including but not limited to sick leave, vacation leave, holiday leave, FMLA, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are not counted as time worked for the purposes of computing overtime.

Exempt employees are not entitled to overtime pay.

The School does not allow the accrual of compensatory time for salaried employees. It also does not allow the accrual of compensatory time for non-exempt employees without prior approval from the Director.

TIME RECORDS

The timesheet is used for payroll records that must be maintained accurately at all times. Pay periods run from the 1st to the 15th, and the 16th through the end of the month.

Non-exempt, hourly employees are required to complete a “timesheet” (Red Rover) for each pay period on a semi-monthly basis. Arrival and departure times should be recorded, as well as time taken for unpaid lunch breaks.

Non-exempt, salary employees are required to complete a timesheet for each pay period on a semi-monthly basis. Arrival and departure times should be recorded, as well as time taken for unpaid lunch breaks. The employee’s salary is based on the employee working the approved calendar schedule; any work completed outside of the approved calendar schedule will be paid at the employee’s hourly rate.

Exempt employees are not required to identify their sign in or out times on the timesheet; however, business trips, vacation, sick and personal days must be recorded on the attendance sheet by the employee designated to monitor attendance. Eleven-month employees must also identify which days were not worked in accordance with their position’s approved calendar.

The attendance records are official School records so care must be exercised in accurately recording the hours worked, overtime hours, and absences. Employees are expected to accurately reflect their work schedule and to not sign in or out for other employees. Violations of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

EXEMPT EMPLOYEE REDUCTION OF SALARY

In accordance with the Fair Labor Standards Act regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed. Their salary may be reduced only in the following circumstances:

1. Employees who are absent from work for at least a full day for personal reasons or for sickness or disability will not be paid for that day unless they have the appropriate accrued leave time under the School’s approved leave policies. Their salary will not be reduced for less than a full day.
2. Employees who are absent from work for jury duty, attendance as a witness, or military

leave may have their salary reduced by the amount of payment they receive in the form of jury fees, witness fees, or military pay. Their salary will not be reduced by the number of hours or days they are absent unless they perform no work during a given week.

3. If an employee violates a safety rule of major significance, his or her salary may be reduced in an amount to be determined by the School as a penalty for that violation.

4. Employees may be suspended without pay for other types of workplace misconduct, but only in full day increments. This refers to suspensions imposed pursuant to a written policy applicable to all employees regarding serious misconduct including but not limited to workplace harassment, violence, drug and alcohol violations, legal violations, etc. The possibility of such unpaid suspensions is hereby incorporated into all such policies.

5. Employees who work less than forty hours will be paid a proportionate part of their full salary for the time actually worked.

6. Employees who take leave under the Family Medical Leave Act will not be paid for that time unless they have accrued leave time available to them under the School's applicable leave policies. Their salary will be reduced by the hours missed, even if it is for less than a full 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. Bluffview uses the federal per diem rate of **\$68.00** for meals and incidental expenses as outlined by the U.S. General Services Administration. The amount on the first and last day of travel is equal to 75% of the total per diem rate, which is **\$51.00**. Bluffview uses the federal mileage reimbursement rate of **70** cents per mile.

All reimbursements must be submitted to the office within 60 days of the date the expense was incurred. The reimbursement must occur within the fiscal year the expense was incurred in. In the event a 60-day reimbursement window extends into the next fiscal year (example, a June 20th purchase), then the submission deadline will be as directed by our financial management company as it relates to the annual audit (this timeline may be shorter than 60 days). If reimbursement is not submitted within the expected timeline, the reimbursement will be denied.

For more information, see Policy 412, "Expense Reimbursement", on the Bluffview [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, then to the Board of Directors, and finally to the Authorizer, Volunteers of America – Minnesota (VOA). Every effort will be made to satisfy the complainant at the *lowest level*. An *Incident Report Form* (See Appendix D) 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.

Drug-Free Workplace/Drug-Free School

Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited. Paraphernalia associated with controlled substances is prohibited. Bluffview Montessori School will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy. See Appendix E for Policy 418, "Drug-Free Workplace/Drug-Free School".

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.

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.

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.

Life Insurance Policy

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

Retirement Plan

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

Holidays

Leave Plans

Personal Leave Time (PLT) Days

The Bluffview PLT plan meets (and exceeds) the minimum requirements of the Earned Sick and Safe Time (ESST) law effective January 1 2024. Please refer to the ESST section in this handbook for further information on that law.

Benefit-qualified employees (0.5 FTE up to 1.0 FTE) working as a 1.0 FTE are entitled to a maximum of 96 PLT hours per year. Benefit-qualified employees will receive an FTE prorated number of these PLT days if they are working at less than 1.0 FTE down to a 0.5 FTE (example is a 0.5 FTE will receive 48 hours). This time will be "front loaded" meaning it is available starting on the first in-service/work day of each school year.

Employees at less than a 0.5 FTE will accrue PLT at a rate of 1 hour of PLT earned per 30 hours worked in accordance with Earned Sick and Safe Time law. That time will be available to all staff with FTE of less than 0.5 upon the completion of 80 hours worked each school year.

In addition, employees hired after the start of the fiscal year will receive an annually prorated number of PLT days up front if that calculation results in PLT of at least 48 hours. If that calculation results in PLT of less than 48 hours, the employee will have to use the accrual method for the remainder of that school year.

There are two employee payroll cycles. Yearly administrative staff may access their PLT beginning July 1 of each year as that is when their payroll cycle begins. All other employees begin their payroll cycle on the first day of actual work (staff in-service week) each year.

Payout and Carryover:

Employees may, at the end of each year, choose to either carry over their unused PLT into the next fiscal year (July 1 to June 30 of each year) or have it paid out. Staff may also choose a “split,” meaning they can elect to request that the school payout a portion of their PLT, and carry over the rest into the next year. Employees will not receive a payout for more than the current year's PLT, so nothing carried over from a previous year will be paid out. A maximum of 183 PLT days (1,464 hours) may be carried over from year to year. PLT payout will be at the employee's current hourly rate on the last in-service day of the school year, which is when this payout/carry over process will be processed each year. If administration does not receive an employee payout/carry over request, all unused PLT hours (up to the maximum amount of 1,464 hours) will be carried over to the following year. Payout requests must be received by June 15. Mid year hires that are pro-rated will be paid out the first year, and then adjusted the following for a full year of employment

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 7 days in advance and PLT will be granted dependent on the ability to find substitutes and in the order that requests are received. Should a staff member's PLT request be denied, the employee may appeal that decision if the request falls within ESST law guidelines. In that case, the appeal would have to include how the request meets the ESST law guidelines. The appeal will be filed formally, in writing, to the Head of School.

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. Any unused PLT will be forfeited if an employee resigns or is terminated before twelve years of employment with Bluffview.

Earned Sick and Safe Time (ESST)

Effective Jan. 1, 2024, Minnesota's earned sick and safe time law requires employers to provide paid leave to employees who work in the state. See Appendix F for the Earned Sick and Safe Time (ESST) employee notice. For additional information, visit the [MN Department of Labor and Industry website](#). The School's PLT policy meets and exceeds the ESST requirement, therefore employees do not earn ESST in addition to their PLT.

Jury Duty

Employees on Jury Duty 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.

Bereavement Leave

Bluffview Montessori School employees are allowed up to three bereavement days for the death or funeral of an immediate member (parent, child, sibling, spouse/partner, grandparent, aunt/uncle, niece/nephew, mother/father in-law, sister/brother in-law, son/daughter in-law). These days do not subtract from an employee's PLT days.

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. For more information, see Policy 410, "Family and Medical Leave Policy", on the Bluffview [website](#).

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 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.

All employees are eligible for and are entitled to 12 weeks of unpaid parental leave, regardless of the amount of time they have worked for the school. This leave is provided to a natural or adoptive parent for the birth or adoption of a child.

Provide advance notice of the start of leave and your anticipated date of return. Leave may be taken at any time within 12 months after the birth or adoption of the child. However, the leave may begin at a later date if the child remains hospitalized longer than the mother. This leave must begin within six weeks of the child's release from the hospital.

If the leave is more than one month, employees must notify the School Director at least two weeks prior to returning from such leave.

Employees are entitled to employment in their former position or one with comparable duties, hours and pay. Employees are also entitled to the same benefits and seniority they had before the leave. Employees may return to part-time work during the leave without forfeiting the right to return to full-time work at the end of the leave. The school requires the employee to cover their medical benefits while on leave.

PFMLA

Paid Leave coverage: Paid Leave will provide payments and job protection starting **January 1, 2026** for:

Medical Leave: 1-12 weeks -Someone's own serious health condition

Family Leave: 1-12 weeks: Bonding with a new child, Caring for a loved one, Managing military leave, Certain personal safety issues,

Maximum of 20 weeks combined in one year if someone qualifies for both medical and family leave

Paid Leave payments: Benefit payments will cover a portion of an individual's usual pay during a qualified leave. Eligibility for payments will be based on earnings in the previous year.

Paid Leave job protection: Paid Leave will ensure that employees are able to return to their job after taking leave. If someone has worked at their job for at least 90 days, their job will be protected when they return from leave.

Paid Leave funding: Paid Leave is a social insurance program. Both employers and employees will contribute premiums to the fund.

More details coming in 2026.

Military Leave

Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state militia groups will be granted leaves of absence for military service, training or other obligations in compliance with state and federal laws. These employees may use PTO but are not required to do so. At the conclusion of the leave, employees generally have the right to return to the same position held prior to the leave or to positions with equivalent seniority, pay and benefits.

Employees are requested to notify the School Director as soon as they are aware of the military obligation.

Questions regarding the School's military leave policy, applicable state and federal laws, and continuation of benefits should contact the Head of School.

Time off to Vote

An employee eligible to vote in an election may take time off from work on the day of a state primary or general election, an election to fill a vacancy in the Congress, or a presidential primary to vote in such election. The employee must report for work immediately before and/or after voting in any such election. There is no pay deduction for exercising the right to vote according to this policy.

Minnesota School and Conferences Leave

An employer must grant an employee leave of up to a total of 16 hours during any 12-month period to attend school conferences or school-related activities related to the employee's child, provided the conferences or school-related activities cannot be scheduled during non-work hours. If the employee's child receives childcare services, or attends a pre-kindergarten regular or special education program, the

employee may use the leave time provided in this section to attend a conference or activity related to the employee's child, or to observe and monitor the services or program, provided the conference, activity, or observation cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the employer. The leave is not paid; except that an employee may substitute any accrued paid vacation leave or other appropriate paid leave for any part of the leave under this section.

Minnesota Bone Marrow Donation Leave

Employees who work an average of 20 or more hours per week and want to donate bone marrow may receive a paid leave of absence for that purpose. School reserves the right to require verification by a doctor of the purpose and length of each leave. Combined bone marrow leave may not exceed 40 hours. The employee will receive regular pay, in accordance with Minnesota State law, up to 40 hours.

Minnesota Civil Air Patrol Leave

Unless the leave would unduly disrupt the operations of the School, an employee who works an average of 20 or more hours per week may take an unpaid leave of absence for time spent rendering service as a member of the Civil Air Patrol on the request and under the authority of the State of Minnesota or any of its political subdivisions.

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

Year round 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 Montessori Training and Reimbursement

Montessori classroom teachers are expected to have or obtain an Association Montessori Internationale (AMI), American Montessori Society (AMS), or National Center for Montessori Education (NCME) certification. Bluffview Montessori School only requires a Montessori

training credential, not a Montessori teacher degree.

Teachers have the following options:

Credential Option

Bluffview will pay in real-time the percentage of the tuition costs equivalent to the credential option. This means that if a teacher chooses to enroll in a credential program only, the entire cost of tuition will be assumed by Bluffview at the time the cost is incurred.

Bluffview will also pay for hotel accommodations, daily stipend, travel expenses, and materials/supplies.

Credit Based Program

If a teacher chooses to enroll in a credit-based program, Bluffview will pay 50% of the tuition costs of the program at the time that the cost is incurred, and the teacher will be responsible for the difference (remaining 50%) in tuition cost. Once the teacher graduates and the credential/degree is presented to the Head of School, the teacher may request reimbursement for the remaining 50% of the tuition cost by completing the Montessori Tuition Reimbursement Request Form (Appendix G). Following approval of the reimbursement request, repayment of the costs will be reimbursed to the teacher evenly over the course of 4 years (96 payments).

Master's Program

If a teacher pursues a Master's Degree, any additional costs for those extra credits will not be reimbursed or paid as incurred. The teacher is solely responsible for that additional cost.

To be eligible for tuition payment/reimbursement:

- the teacher must be actively employed by or have an approved job offer (Letter of Employment)
- the teacher must complete the Montessori Tuition Reimbursement Program Application Form (see Appendix H) and submit it to the Head of School to be approved at least two weeks prior to the beginning of the coursework starting
- the teacher must remain in good academic standing throughout the training, maintaining a "B" average or better
- the teacher must remain in good standing as an employee.

Employee (Non-Montessori) Tuition Reimbursement Assistance Program

Bluffview Montessori School supports the efforts of employees to advance their skills and knowledge by acquiring the education necessary to enhance their abilities and prepare for and work toward a teaching

career in any areas of need as determined by administration.

The following is information regarding two tuition assistance programs available.

Additional License Attainment for Current Certified Staff

This program provides certified employees financial support in attaining an additional license in the area of Special Education, Developmental Adapted Physical Education (DAPE), or other hard-to-fill licensure areas, as determined by administration.

To be eligible, an employee must be benefit eligible with at least two (2) years of successful teaching experience at Bluffview Montessori School, as demonstrated by proficient or higher annual summative teacher performance rating. The teacher must complete the Non-Montessori Tuition Reimbursement Program Application Form (see Appendix I) and submit it to the Head of School to be approved at least two weeks prior to the beginning of the coursework starting.

Initial License Attainment for Current Non-Certified Staff

The Initial License Attainment Program provides financial support to non-certified employees in attaining an initial license in an area of need or hard-to-fill licensure areas, as determined by administration.

To be eligible, an employee must be benefit eligible working with Out of Field Permissions, Tier 1, or Tier 2 licenses at Bluffview Montessori School with at least one (1) year of successful performance in their position as demonstrated by performance evaluation and supervisor recommendation. The employee must complete the Non-Montessori Tuition Reimbursement Program Application Form (see Appendix I) and submit it to the Head of School to be approved at least two weeks prior to the beginning of the coursework starting.

Bluffview Montessori School will reimburse employees up to 50% (will not exceed \$12,000 per employee per license) of tuition costs incurred in order to attain the agreed upon teaching license. Once the employee graduates and the credential/degree is presented to the Head of School, the teacher may request reimbursement for the remaining 50% of the tuition cost by completing the Non-Montessori Tuition Reimbursement Request Form (Appendix J).

Administration may engage in additional professional licensure attainment. Administrators will follow the appropriate reimbursement framework as outlined above in the Montessori Training and Reimbursement and Employee (Non-Montessori) Tuition Reimbursement Assistance Program. Administrative continuing education plans must be pre-approved by the Board of Directors.

Educator Protection

Schools cannot discriminate against or discipline a teacher or principal on the basis of:

- Incorporating contributions of persons in a federally protected class or state protected class into curriculum
- Contributions must be in alignment with state academic standards and benchmarks

Equal Employment Opportunity

Bluffview Montessori School provides equal employment opportunity for all applicants and employees. Bluffview Montessori School does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, veteran status, or any other legally protected class. Bluffview Montessori School also makes reasonable accommodations for disabled employees. For the full policy, refer to [Policy 401](#), “Equal Employment Opportunity”.

Injuries at Work

Any employee who is injured while at work shall make an immediate([within 24 hours](#)) 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 \$5.00 or breakfast for \$2.40. Please fill out the “Bluffview Attendance and Meal Count” sheet that is sent out weekly if you plan on getting lunch.

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.

Nursing Mothers, Lactating Employees, and Pregnancy Accommodations

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help.

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 provide 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.

Stipends

The Board of Directors has established the following guidelines for the payment of stipends:

- All annual, operational activities that qualify for a stipend must be a part of a planned program that has been approved by the Bluffview Montessori School Board of Directors. Administration has authorization to (dis)approve all other stipends.
- Only employees of Bluffview Montessori School are eligible for stipends.
- For student-based activities, the proposed activity to be considered for stipend must include at least 10 students.
- After-school clubs must be at least 4 weeks, holding at least 1 meeting per week, of a minimum of 30 minutes.
- All stipends will be paid through payroll.
- All stipends must meet minimum wage law, and will be reported by the contracted financial management team in both time worked and total payment.

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.

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.

CLASSROOM OPERATIONS POLICIES AND PROCEDURES

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the front office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, call 911 or seek emergency medical treatment and then contact the parent(s).

For chemical accidents, refer to [Policy 806](#), “Crisis Management”, and the School Emergency Plan (*Appendix K*).

Animals in the Classroom

Instructional benefits of animals in the classrooms are recognized and supported when appropriate. Animals may be present in school and the classroom as a part of the curriculum when the following conditions have been met: 1) the responsible staff member notifies administration in writing that an animal is being considered; 2) provisions have been made for appropriate housing and humane care of the animal; 3) precautions have been taken to protect the health and safety of students and staff; and 4) Other staff members and parents of students in the affected classroom(s) have been notified and adjustments have been made to accommodate verified health-related or other concerns. The presence of an animal shall be disallowed if the documented health concerns of a staff member or student cannot be accommodated, except when an animal is used as an aid to a student or employee with a disability ([Policy 535](#), Service Animals in School). Refer to [Policy 630](#), Animals in the Classroom, for more information.

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 may not arrive before 7:15 am. If special accommodations need to be made regarding drop off times, parents need to contact the office. Students will initially go into the community room and then be dismissed to their classrooms at 7:35 am.

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 absence.

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 B*).

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 Restorative Practices and PBIS (Positive Behavior Interventions and Supports), which are proactive and interactive approaches that establish a positive culture and support academic, social, and emotional success. They use data-based decision making to align curriculum and behavioral supports for all students and staff. They are aimed at supporting a safe and effective school environment while preventing behavioral problems with students.

Social and emotional learning curriculum and daily Circle practice are used to create a strong sense of classroom community and build relationships among students, staff, and the larger Bluffview community.

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.
- Each year, Bluffview utilizes a central theme to promote positive behavior. The **2025-2026** ~~2024-2025~~ theme is based on the book *The Curious Why Change Sings* by **Angela DiTerlizzi** ~~Amanda Gorman~~.
- 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 **2025-2026** ~~2024-2025~~ school year:

Respect & Responsibility	Perseverance Self Discipline	Courtesy Wonder
Patience Charity	Stewardship Courage	Integrity Honesty
Cooperation Faithfulness	Humility Courtesy	Wisdom Joyfulness and Lives

		to Learn From
--	--	---------------

- 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 school newsletter and ~~Winona Daily News~~.

Classroom Components

- 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 L of this handbook and on the school [website](#). A paper copy can also be obtained in the school office.

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/Holiday Treats

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

Birthday party invitations may not be distributed in the classroom or during school time. For a variety of reasons, E2 classrooms do not formally celebrate birthdays or holidays, and request students do not bring treats to school.

Bomb Threat Procedures

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

Bullying Prohibition.

Bluffview Montessori School is committed to providing a safe, secure and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on Bluffview Montessori School property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, please see Policy 514, “Bullying Prohibition” (*Appendix M*).

Chemical/Biological Agents

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

Chemical/Gas Leaks

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

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 **Winona County Community Services** ~~the Department of Human Services~~ (507-457-6500) immediately to make a verbal report. **A written report must be sent within 72 hours of making the verbal 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.

Cleaning

The custodial staff/contractor 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 and recycling in the hallway every day. 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 email the building manager or record it on the building manager's door.

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 voicemail. 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 N*).

Emergency School Closings or Late Starts/Inclement Weather

All school closings, delays in school openings or early dismissals due to inclement weather will be communicated on Winona and La Crosse radio and television stations, via text messaging, email, telephone, and on our school [website](#). If not receiving these messages, contact the front office. Communications referring to the **Winona Area Public Schools** will pertain to Bluffview Montessori School as well. Parents and guardians should make advance arrangements for their children in the event of closings, delays or early dismissals.

Excused and Unexcused Student Absences

Please refer to Policy 503 "Student Attendance" (*Appendix B*).

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 2:45 (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.

Recess Duty

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.

Additional duties may be assigned as needed.

Family 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.

Fees

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

Students are expected to provide their own school supplies. Students may be asked to pay certain other fees or deposits, including (not an inclusive list):

- A classroom snack fee will be assessed to each student. This \$80 fee is used to purchase daily snacks throughout the school year. This fee should be remitted to the front office by the beginning of each school year.
- A \$10 donation for folders and notebooks for students in grades 4-6. This can be remitted to the front office by the beginning of the school year.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Items of personal use or products that a student has an option to purchase such as yearbooks.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Use of musical instruments owned or rented.
- Tuition and After School Care for preschool program.

Bluffview Montessori School may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact Henry Schantzen, Head of School.

Field Trips

Field trips to places of cultural or educational significance give enrichment to the curriculum of the classroom. To ensure 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 the 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.

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. Office staff may try to reach parents/guardians for verbal permission. 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 **state's minimum requirements, which include bodily injury liability of \$30,000 per person and \$60,000 per accident, and property damage liability of \$10,000** ~~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); and 4) **not be older than 12 model years** ~~be newer than 2007~~. 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

Fire drills will be conducted periodically at various times of the day and under different circumstances. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes. Please refer to the School Emergency Plan for more information (Appendix K).

Greeting Students

All teachers should be ready to greet students personally at their door before 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

Bluffview Montessori School prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Please refer to Policy 413, "Harassment and Violence", (*Appendix O*).

Hazing Prohibition

"Hazing" means committing an act against a student, or coercing a student into committing an act, that

creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. Hazing is strictly prohibited. For more information, 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.

Injury or Illness of Students

The school nurse or office staff 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 teacher assistant without notifying the office. The school nurse or office staff 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 be left in the nurse’s office. If possible, 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.

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 more than one day.

Injury Report

An *Injury Report* must be completed by any staff member who witnesses an incident involving an injury to a student. If no staff member witnesses the incident, the staff member who discusses it with the student must complete the *Injury Report*. After completing the report, 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 office staff 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 entering the premises of Bluffview Montessori School, whether students, employees or guests are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthy environment, Bluffview Montessori School reserves the right, at its sole discretion, to conduct inspections 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, but not limited to: 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](#), for further information..

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 staff member is given a key fob/card for entrance into the building. Please be careful not to misplace or lose it as it may create a critical situation for the security of our school. If lost, please report this fact to the front office. The last staff member leaving the building needs to walk through the building to assess security and then set the alarm near the front door.

Kidnapping or Abduction

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

Library

The library offers a variety of materials for a one-week check out period. Each classroom will have 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. A copy of Bluffview Montessori School's Policy 606.5 632, "Library Materials Policy", may be obtained on the Bluffview [website](#).

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 lunchroom 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.

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 Procedures

All media inquiries, etc should be directed to the Head of School or the Bluffview School Board Chair.

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 may designate a spokesperson who will notify the media in the event of a crisis or early school closure.

Ownership of Materials

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any Bluffview Montessori School facilities or equipment, the employee shall immediately disclose and, on demand of Bluffview Montessori School, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for 3 years thereafter.

[Policy 409](#), "Employee Publications, Instructional Materials, Inventions, and Creations", states whether the school or faculty member maintains ownership of materials based on purchaser of supplies.

School-Purchased and Donated Materials

All materials and/or books purchased with school funds or donated by parents are the property of the school. Materials are often donated as gifts to their child's class. Montessori equipment and all materials provided to your class (baskets, containers, paper, supplies, etc.) are property of the school and are not to be taken from the building by faculty or staff.

Teacher/Staff Member-Purchased Materials

Often a teacher/staff member supplements his/her class/work area with materials s/he has purchased with personal funds. The presence of such materials is a personal decision of the individual for which we appreciate. The teacher/staff member may remove these items from the school at any time after submitting an inventory to the Head of School for the purpose of replacement. The teacher/staff member is responsible for labeling these materials with their name or initials. Anything that is not labeled will be considered school property.

Handmade Materials

Often a teacher/staff member creates materials for his/her classroom/work area using school resources. These materials are the property of the school. Teachers/staff members may complete a Materials Approval Form and submit it to the academic practices committee if they wish to make a second set for their personal use. If their form is approved by the committee, the teacher/staff member may use school resources including time and personnel to create the second set but must pay for black and white copies, color copies and laminate used. Both sets must be clearly labeled as to which classroom/work area or teacher/staff member they belong and year they were created. The second set is then property of that teacher/staff member. For the Materials Approval Form, see Appendix P.

Placement of Students

Good Montessori practice always seeks to match a child with a learning exercise, environment, and educator that would seem to be in that child's best interests. Since each Montessori learning environment is purposed to be responsive to the developmental needs and personality traits of each individual learner, it makes educational sense that a child be placed into the next and/or new learning environment based solely on the considered recommendations of the sending Montessorian, of the receiving Montessorian, and of the child's parent(s) so that a well reasoned placement may be made. Care will be given that such placement not be made for arbitrary or merely logistical reason. Please refer to Policy 542, "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 confirm the absence with the parent/guardian and inquire about the reason.

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

Reporting Student Progress

The school year is divided into quarters. Formal progress reports for each student will be issued at the

end of each semester for students in Kindergarten through Grade Eight.

Parent-Teacher 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

Since each Montessori learning environment is designed to be responsive to the developmental needs of each individual learner, and since as a course of nature, children develop holistically according to their own internal organic clocks which relate only marginally to the traditional calendar on the wall, it makes educational sense that a child remain within a particular developmental learning environment until he or she demonstrates readiness to leave. Likewise, if a particular learner demonstrates enough all-round maturity to move up a level of learning environments, he or she should be allowed to do so regardless of the time of year. Please refer to Policy 513, “Student Promotion, Retention and Program Design”, 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 all-school events and classroom specific information. Each student will be given a vinyl folder that should last the entire school year. Some all-school announcements will be given to the youngest or only child in the family. Each teacher will receive a list of these students.

Teachers should provide a copy of all classroom letters or other communications distributed to students or families to the Head of School and Assistant Head of School. It is imperative that the Head of School and Assistant Head of School have accurate and timely information if questions arise about activities, classroom procedures, etc. Teachers should provide field trip permission forms to the front office for when parents ask for a copy.

School Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing that does not create a health or safety hazard.
- Students shall wear
 - Opaque (non-see through) clothing including both a shirt or equivalent top, a skirt, pants, shorts, or equivalent bottom, and/or a dress.
 - Clothing that covers the front, back, and sides of the student's body, including the student's private parts.
 - Shoes that are appropriate for school activities.
 - Attire relative to the curriculum that may require assignment specific dress (for example professionalism, public speaking, job readiness or shadowing, etc).
- Clothing appropriate for the weather.
 - Coats, snow pants, boots, mittens/gloves, and appropriate headwear such as a winter hat. Students will go outside each day unless the temperature and/or wind chill are below zero degrees Fahrenheit. Erdkinder staff may allow students to go outside regardless of the temperature and wind chill in accordance with appropriate published safety charts and data.
- Clothing appropriate for specific classes that does not limit a student's ability to fully participate in class.
 - Physical Education
 - Clothing should match the nature of the activity, and will not inhibit the student's movement.
 - Shoes must be athletic in nature that can be secured tightly to the student's feet. Sandals, boots, crocs, flip flops, slip-ons, etc are not appropriate unless staff make a specific request.
 - Students are allowed to wear hard soled slippers during their work time.

Inappropriate apparel includes, but is not limited to, the following:

- Apparel with images or messages that create a hostile or intimidating environment directed at any protected class.
- Apparel bearing a message or image that is lewd, vulgar, violent, or obscene including hate speech, profanity, and pornography.
- Apparel promoting products or activities that are illegal for use by minors including drugs and alcohol.
- Visible undergarments. Visible waistbands or straps on undergarments are not prohibited.
- Any apparel or footwear that would damage school property.
- Bathing suits, unless required for a specific activity.
- Helmets or headgear that obscures the face (except for religious observances or medical situations).
- Anything that disrupts the learning environment or poses a safety threat.

The intention is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.

When, in the judgment of the administration, a student's appearance or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or may be sent home for the day. All disciplinary issues that relate to this policy will be managed under Policy 506 (student discipline).

- Parents/guardians will be notified.
- Reasonable efforts will be made not to remove a student from class during instructional time.
- Students shall not be required to display their body in front of others as a demonstration of attire fit or appropriateness.

The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

A complete copy of Bluffview Montessori School's Policy 504, "Student Dress and Appearance", may be obtained on the Bluffview [website](#) or from the front office.

School Money

Teachers must turn all money received from parents (snacks/classroom supplies, field trips, fundraising events, lunch money and any other money collected in the classroom) to the office immediately upon receiving the funds. When money is collected, please put it in an envelope, marked with the purpose of the money. Teachers and assistants are expected to keep track of who pays for field trips and follow up with families that have not paid. At no time is money to be kept overnight in your classroom.

Severe Weather

All school closings, delays in school openings or early dismissals due to inclement weather will be communicated on Winona and La Crosse radio and television stations, via text messaging, email, telephone, and on our school [website](#). If not receiving these messages, contact the front office. Communications referring to the **Winona Area Public Schools** will pertain to Bluffview Montessori School as well.

In the event of a severe thunderstorm, move students away from the exterior walls that contain windows. Administration 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.

In the case of a tornado, students in Children's House will relocate to the secondary SPED room, 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 administration who will be monitoring the weather (NOAA) from one of the listed secure locations.

Please refer to Policy 806, "Crisis Management", and the School Emergency Plan (*Appendix K*) for more information.

Sexual Harassment

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:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
- 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
- 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.

Please refer to Policy 413, "Harassment and Violence" for more information (*Appendix O*).

Shooting on Campus

We conduct lockdowns for intruder/violent incidents. A lockdown (announced over speakers) includes the closing of doors, locking of all doors 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 office assistant's desk for administration to press to call emergency services immediately. Lockdown remains until administration issues all clear over the speaker system. In the event of an active shooter that would indicate an evacuation, the evacuation rally points are Taco Bell (west) and The Winona Mall Office

(east), with a parent rally point at Sugarloaf Ford.

For more information, please refer to Policy 806, “Crisis Management”, and the School Emergency Plan (*Appendix K*).

Snowballing

Making and throwing snowballs (snowballing) and stones is not permitted on the school premises due to the bodily dangers involved and risks of permanent injury.

Staff Lounge

For the sake of professional morale, please keep conversations in the staff 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 staff lounge is not a place for the discussion of student concerns or other confidential business. Please do your part in keeping the staff lounge tidy and free of cups, cans, food items, etc.

Staff/Teacher Meetings

All-staff meetings are planned for the first Tuesday of the month, and all-teacher meetings are planned for the fourth Tuesday of the month, at 2:30 pm. 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.

Strangers/Intruders

As outlined in Policy 806, ‘secure’ or ‘lockdown’ may be called for intruder incidents, as determined by the nature of the event. Secure means all school affiliated individuals are inside, exterior doors are shut, and blinds are drawn with students out of sight. Business inside continues as normal. A lockdown (announced over speakers) includes the closing of doors, locking of all doors 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 office assistant’s desk for administration to press to call emergency services immediately. Lockdown remains until administration issues all clear over the speaker system.

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

Student Bus Behavior

Bluffview Montessori School follows the guidelines for student bus behavior as provided by Independent School District 861 in its publication [Pupil Transportation Handbook](#). Please refer to the handbook and Policy 709, Student Transportation Safety Policy”, on the [website](#).

Students Fighting

Notify the office/administration in case of a student fight. 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, standard response protocols will be enacted, which may include a lockdown.

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

Student Health Program and Information

Please refer to Policy 516, “Student Medication **and Telehealth**”, 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 ensure 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 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 information about when students should stay home, please see the Bluffview [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 parents/guardians do not have a thermometer at home, signs and symptoms that may indicate a 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 12 hours before the child may return to school. Often a day at home and bed rest will prevent more serious illness and encourage more rapid recovery.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Contact the front office at 507-452-2807, or by emailing renknutson@bluffviewmontessori.org.

Vision & hearing screening is done in the fall for K, 1st, 3rd, 5th, & 7th graders, and any new students. Any concerns are communicated with parents.

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 questions or information regarding a child’s health.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or

student. Bluffview Montessori School will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the front office.

Inhalers

Prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

- Bluffview Montessori School has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication, along with the ordering provider signature to self administer. Contact the front office for the Medication Authorization Form or go to the school [website](#).
- The child is older than the 5th grade and the school nurse has assessed the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enters into the student's school health record a plan to implement safe possession and use of asthma inhalers if needed.
- The inhaler is properly labeled for that student.

Medications

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

- The administration of prescription medication at school requires a completed signed request from the student's parent. A "**Prescription** Medication Authorization Form" must be completed once a year and/or when a change in the prescription or requirements for administration occurs. (Obtaining a physician's order often does not require a doctor's visit.) The order may be faxed to school (507-452-6869). Contact the front office for the **Prescription** Medication Authorization Form or go to the school [website](#).
- 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.
- Nonprescription medications such as Tylenol, Advil, Aspirin, and other "over the counter" medications may not be carried at school by students. To receive "over the counter" medications, **a Non-Prescription Medications Permission Form must be completed by the parent/guardian on an annual (every year) basis.** The school may then administer such medications in accordance with dosage, frequency, age, etc. as indicated by the medication label.
- **When students go on field trips sponsored by school, physician orders and parent permission are still necessary. (Keep in mind all medications usually taken at home that will need to go on overnight field trips.)**
- Marijuana is not allowed on school property even if prescribed.

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 Q*).

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 Non School-Sponsored Materials on School Premises by Students and Employees" (*Appendix Q*).

School-Sponsored Media

Bluffview Montessori School ~~may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512~~ **sets forth the rights and responsibilities of student journalists and activities.** Student media advisers shall supervise student **journalists** ~~writers~~ to ensure compliance with the law and school policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the Head of School. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. ~~expresses or~~ advocates sexual, racial, or religious harassment or violence or prejudice; or

10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media 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. School-sponsored media may be distributed at reasonable times and locations.

Student Records

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

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

Teachers should have a substitute folder available which includes directions for classroom management, daily procedures, class roster, and a lesson plan for the day they are planning to be gone. Lesson plans should contain activities that any substitute teacher can lead. Specialist teachers should keep their substitute folder in the front office. Additionally, substitute folders should contain at least one emergency sub plan that can be implemented any day of the school year should there be an unplanned absence. Teachers are expected to replace emergency sub plans when used.

Substitute teachers can find more detailed information in Appendix A.

Supplementary Learning Materials

Supplementary learning materials are used within the Montessori learning environment to complete and expand upon the current curriculum, and to meet State Standards.

All supplementary learning materials within the Montessori learning environment should have the following design elements:

- Appropriate to the needs of the developmental age span of the children present.
- Focused on specific academic skills that can be introduced and repeated by the individual learner to establish mastery before moving up the spiral of the curriculum.
- “Bite sized” and packaged in such a way that they can be displayed on a tray or in a box at a specific place on a shelf within the room as appropriate for the learning level.
- Well made, attractive, manageable, and durable.
- Self-correcting with a built-in “control-of-error”, such that as the child manipulates the material, they are able to gauge their performance because of some built-in “control-of-error” or provided “answer key.”
- Function as an “indirect preparation” for a higher level of understanding or skill.
- Sequential and presented in a clearly defined manner.

The classroom teacher will evaluate supplemental materials used in their own classroom. If supplemental materials are used in all the classrooms at one level, they will be evaluated by a team at that level. Supplemental materials that have a possible use or impact on curriculum of the entire school will be evaluated by the Academic Practices Committee.

Teacher Salary Schedule

Please refer to Appendix S.

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 are released, they will be provided to parents.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

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

[Note: Specific exceptions to the tobacco prohibition are set out in "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" (Policy 419).]

Tornado Drills

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

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 A*).

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.

As the safety of our students and staff is our highest priority, Bluffview Montessori School utilizes RAPTOR to screen visitors. RAPTOR is a visitor registration system that enhances school security by reading visitor drivers' licenses, comparing information to a sex offender database, alerting building administrators if a match is found, then (assuming no match was made) printing a visitor badge that includes a photo.

- All visitors must present themselves to the office to gain permission and a visitor's identification badge in order to enter the school building. On the first visit, a driver's license will be requested. On subsequent visits, an identification badge can be printed without a driver's license.
- Bluffview employees must courteously approach any visitor without a visitor's identification badge and direct him/her to the school office.
- If deemed necessary by the Head of School, a visitor may be required to be accompanied by an escort while in the school building.
- Permission shall be required only during times when school is in session, which includes afterschool activities and shall be for the purpose of preventing interruption of normal school functions.

Appendix A - Substitute Teachers

It is the intent of Bluffview Montessori School to employ qualified substitutes and to provide fair compensation in those instances when a regular teacher is not available.

Bluffview Montessori School will maintain a list of licensed teachers who are available to work as substitute teachers. Whenever a substitute teacher is needed, administration will prioritize the assignment of substitute teachers in accordance with this policy.

DEFINITIONS

Long-call substitute teacher: A long-call substitute teacher is one who replaces the same teacher for 21 or more consecutive school days.

Short-call substitute teacher: A short-call substitute teacher is one who teaches on a day-to-day basis that does not exceed 20 consecutive school days replacing the same teacher.

General education teacher: A general education classroom at BMS is considered to be the lead teachers in Children's House, E1, E2, and Erdkinder.

Specialist teacher: Specialist teachers are considered to be Art, Physical Education, and Vocal Music instructors.

PROCEDURE FOR FILLING SHORT-CALL ASSIGNMENT VACANCIES

Appropriately licensed substitute teachers will be hired to fill teacher vacancies.

If a general education classroom teacher is absent and a sub cannot be found, administration will assign a licensed staff member to fill the vacancy as appropriate.

If a specialist classroom teacher is absent and a sub cannot be found, there are two options:

- A general education classroom teacher may use the specialist classroom and substitute plans to deliver the prescribed curriculum to their students if they choose to do so.
- Administration may cancel that specialist student contact time for that day.

If a SPED/Title/ADSIS teacher is absent and a sub cannot be found, administration will cancel that day's student sessions.

If an Erdkinder general education teacher is absent and a sub cannot be found, the remaining Erdkinder teachers will divide the delivery of the absent teacher's lessons between their prep times.

COMPENSATION

Short-call Substitute Teachers

1. Substitute teachers will be paid \$135/day.
2. Substitute teachers working less than 4 hours a day will be paid \$16.88/hr.
3. Substitute teachers are not eligible for benefits.
4. Substitute teachers are not paid for emergency closings.
5. Substitute teachers are not compensated for attendance at workshops unless the Head of School specifically mandates their attendance.

Long-call Substitute Teachers

1. A long-call substitute is paid the same rate as a short-call substitute until the beginning of the 21st day of a single assignment.
2. On the 21st day, the substitute teacher shall be paid commensurate with training and experience per the established salary schedule. Long call substitutes shall be placed at step 1 of the salary schedule at the lane corresponding to their education and training.
3. The minimum teaching day of a full-time, long-call substitute teacher shall be eight hours. In addition to the minimum teaching day, long-call substitute teachers shall assume non-teaching duties as assigned for the operation of the school.
4. Long-call substitute teachers shall be compensated for emergency closings called by the Head of School. In the event a make-up day is established within the parameters of the long-call assignment, the long-call substitute teacher would be expected to work the make-up day without additional compensation.

Classroom Assistants as Short-Call Substitute Teachers

A classroom assistant holding a valid Minnesota substitute teaching license will be compensated an additional \$45/day when subbing for the lead teacher in the same classroom.

General Education Teachers That Substitute Teach for Specialist Classes

Appropriately licensed faculty who function as the substitute or fill-in teacher above will be paid their regular pay, plus the substitute teacher hourly rate for the time spent subbing. This may not interfere with the teacher's regular assigned teaching times.

General Education Erdkinder Teachers That Substitute For Another Erdkinder Teacher

Erdkinder teachers who forego their prep time in order to function as the substitute teacher for another Erdkinder teacher that is absent will be paid their regular pay, plus the substitute teacher hourly rate for the time spent subbing. This may not interfere with the teacher's regularly assigned teaching times.

QUALIFICATIONS

A short-call substitute teacher must hold a Minnesota teaching license that is valid for full-time employment or a Minnesota short-call substitute license. These licenses are valid for functioning as a short-call teacher at all grade levels and in all fields.

A long-call substitute teacher shall hold a full-time Minnesota teaching license that is valid for the assignment.

SUBSTITUTE TEACHER RESPONSIBILITIES

Substitute teachers must file copies of their credentials with administration.

Substitute teachers must assume all responsibilities of the regular classroom teachers by

1. Working in accordance with the assistant to oversee and supervise the students' learning activities.
2. Following time schedules.
3. Performing school-related duties as scheduled or required.
4. Being familiar with safety procedures of the building.

Appendix B - 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. A parent, guardian, or other person having control of a child may apply to Bluffview Montessori School to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to any member of the board, attendance personnel, the Head of School, or the Assistant Head of School. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.
- b. 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.
- c. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

- (1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:
 - (a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth;
 - (b) family emergencies;
 - (c) the death or serious illness or funeral of an immediate family member;
 - (d) active duty in any military branch of the United States;
 - (e) the child has a condition that requires ongoing treatment for a

mental health diagnosis; or

- (f) court appearances occasioned by family or personal action;
 - (g) physical emergency conditions such as fire, flood, storm, etc;
 - (h) official school field trip, other school-sponsored outing, or extracurricular activity non school related;
 - (i) 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;
 - (j) impassable roads or weather making travel unsafe;
 - (k) five (5) days maximum for vacation purposes. (Requests must be in writing and submitted to a school administrator prior to vacation);
 - (l) any and all directed quarantines or isolations in following MDH guidelines;
 - (m) observation of religious holidays.
- (2) that the child has already completed state and Bluffview Montessori School standards required; or
 - (3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

d. 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 the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district'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	School's Response
---	-------------------

equal 1 full day)	
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 AND CULTURAL OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious or cultural observance as provided under Policy 609. Requests for accommodations should be directed to the Head of School.

IV. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

Appendix C - Calendar

Bluffview Montessori 2025-2026 School Calendar

KEY						
	Conferences					
★	First Day of School					
	End of Term					
	No School					
	No Students: Teacher Workshop					

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	★	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Conferences Fall: 11/6, 11/13, Spring: 4/2, 4/9

183 teacher days

181 para/assistant days

173 student days

183 food service assistant days (all teacher days)

11/7 4/3 NO assist/paras (Read Act 1/19, 1/20)

Teacher Student

Aug 4 0
Sept 21 21
Oct 21 21
Nov 16 15
Dec 17 17
Jan 20 18
Feb 20 19

March 17 17
April 22 21
May 20 20
June 5 4
183 173

Appendix D - Incident Report Form

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 E - Drug-Free Workplace/Drug-Free School

POLICY 418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other Bluffview Montessori School personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the charter school owns, leases, rents, contracts for, or controls.
- D. Bluffview Montessori School will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation

of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) combustion with use of dried raw cannabis; or (5) any other method, excluding smoking, approved by the commissioner.

- F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of Bluffview Montessori School; or during any period of time such employee is supervising students on behalf of Bluffview Montessori School or otherwise engaged in Bluffview Montessori School business.
- H. “Sell” means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. “Toxic substances” includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the commissioner of the Minnesota Department of Health.
- J. “Use” means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, Subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. Bluffview Montessori School may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program or a Tribal medical cannabis program as a pupil solely because the patient or person is enrolled in the registry program or a Tribal medical

cannabis program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

Bluffview Montessori School must provide written notice to a patient at least 14 days before Bluffview Montessori School takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice must cite the specific federal law or regulation that Bluffview Montessori School believes would be violated if Bluffview Montessori School fails to take action. The notice must specify what monetary or licensing-related benefit under federal law or regulations that Bluffview Montessori School would lose if the employer or school fails to take action.

Bluffview Montessori School must not retaliate against a patient for asserting the patient's rights or seeking remedies under Minnesota Statutes, section 342.57 or section 152.32.

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with Bluffview Montessori School's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substances and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to Bluffview Montessori School's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the Head of School.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, Bluffview Montessori School must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. Bluffview Montessori School efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, Bluffview Montessori School shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. Bluffview Montessori School must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

A. Students

- 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids and edible cannabinoid products.
- 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counseling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
- 3. A student who violates the terms of this policy shall be subject to discipline in accordance with Bluffview Montessori School's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any

criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by Bluffview Montessori School. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and Bluffview Montessori School policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Appendix F - Earned Sick and Safe Time (ESST) Employee Notice



Earned Sick and Safe Time (ESST) employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. Bluffview Montessori's Personal Leave Time (PLT) policy is more generous for employees at a .5 FTE or more status than the minimum requirements of ESST Law. (Refer to the PLT section of the Staff Handbook for details) Employees less than a .5 FTE will log in and use the accrual method (1 hour of PLT is accrued per 30 hours worked after 80 hours each year). A "year" for purposes of the employee's earned sick and safe time accrual aligns with our fiscal year, July 1-June 30 annually.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

**Note-BMS PLT is not restricted in its use, so all the above are met through the BMS PLT policy.*

Notifying employer, documentation

Bluffview requires staff to provide a minimum of seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using PLT. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days. Currently Bluffview does not require justification or documentation for PLT usage.

Reference the PLT section of the Staff Handbook for further details on PLT. Staff will be expected to submit PLT requests through the channels as established by administration.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ Simp. Chinese/简体中文	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ. 本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dukumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqaan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ຂໍ້ມູນນີ້ມີຄວາມສຳຄັນກ່ຽວກັບການຈ້ອງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຍຸ່ນເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojji keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ላይ የስራው አጠቃላይ መረጃ የያዘ ነው። ይህንን ደብዳቤ በስተጻፈ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጥ ከፈለጉ በዛው በስተጻፈ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።
Karen / ကရင်စာ	လံာ်တီလံာ်တီဝါဒေါဟ်သုတ်တၢ်ဂ့ၢ်တၢ်ကူၤဆက်ခိၣ်လၢဆေ့ဘၣ်ယးမီးန့ၣ်တၢ်ဖဲအံၤတၢ်ပၤန့ၣ်လီၤ. တီၤနီၣ်တၢ်လၢဆေ့ဘၣ်တၢ်ကၤလၢတၢ်ကၤမီးန့ၣ်တၢ်ဂ့ၢ်တၢ်ကူၤလၢကူၤတၢ်ခါဒေါၤအံၤတၢ်ပၤန့ၣ်.
Arabic/ العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.



Appendix G - Montessori Tuition Reimbursement Request Form

Montessori Tuition Reimbursement Request Form

Name:	
Position:	
Total amount requested:	
Signature:	Date Signed:

COURSES AND CREDITS (official transcripts required)					
Date	University or College	Title	Semester Credits	Grade	Total Credits

Please complete and submit this form with your signature to the Head of School for approval. Attach your official university transcript. This form with accompanying documents must be received before reimbursement payments begin as requested.

To be completed by the Head of School:

- ☐ **Montessori Certification approved by training Institution**
- ☐ **Reimbursement Approved**
- ☐ **Reimbursement denied until the following stipulation is met:**

Head of School	Date
----------------	------



Appendix H - Montessori Tuition Reimbursement Program Application Form

Montessori Tuition Reimbursement Program Application Form

The terms of this program are outlined in the Staff Handbook.

Name:	
Position:	
Total tuition amount projection:	
Signature:	Date Signed:

COURSES AND CREDITS (may attach doc from institution as well)					
Date	University or College	Title	Semester Credits	Total Credits	

Please complete and submit this form with your signature to the Head of School for approval. Attach your official university transcript. This form with accompanying documents must be received no less than 2 weeks prior to the coursework starting.

To be completed by the Head of School:

☐ **Application Approved**

☐ **Application denied due to:**

Head of School

Date



Appendix I - Non-Montessori Tuition Reimbursement Program Application Form

Non-Montessori Tuition Reimbursement Program Application Form

The terms of this program are outlined in the Staff Handbook.

Name:	
Position:	
Total tuition amount projection:	
Signature:	Date Signed:

COURSES AND CREDITS (may attach doc from institution as well)					
Date	University or College	Title	Semester Credits	Total Credits	

Please complete and submit this form with your signature to the Head of School for approval. Attach your official university transcript. This form with accompanying documents must be received no less than 2 weeks prior to the coursework starting.

To be completed by the Head of School:

☐ **Application Approved**

☐ **Application denied due to:**

Head of School

Date



Appendix J - Non-Montessori Tuition Reimbursement Request Form

Non-Montessori Tuition Reimbursement Request Form

Name:	
Position:	
Total amount requested:	
Signature:	Date Signed:

COURSES AND CREDITS (official transcripts required)					
Date	University or College	Title	Semester Credits	Grade	Total Credits

Please complete and submit this form with your signature to the Head of School for approval. Attach your official university transcript. This form with accompanying documents must be received in order to begin reimbursement as requested.

To be completed by the Head of School:

- ☐ **Verification from Registrar/Institution**
- ☐ **Reimbursement Approved**
- ☐ **Reimbursement denied until the following stipulation is met:**

Head of School

Date

Appendix K - 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.

[NOTE: The 2024 Minnesota legislature enacted permissive language stating that a school board “may adopt the model cardiac emergency response plan provided by” the Commissioner (as of June 4, 2024, a response plan is not yet available.)]

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 Minnesota Statutes section 299F.30. See Minnesota Statutes, section 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 will be 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. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based on any of the following:
 - (1). strong evidence from one or more well designed and well implemented experimental studies;
 - (2). moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - (3). promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
 - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and
5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. Bluffview Montessori School must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.
3. Bluffview Montessori School must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
 - a. student opportunities for leadership related to prevention and safety;
 - b. encouragement and support to students in establishing clubs and programs focused on safety; and
 - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a charter school that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and
2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. 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

VI. 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 Charter School 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.



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

DATE CREATED August 2008	DATE(S) REVISED September 2011, August 2017, July 2018, August 2019, July 2020, 2021, 2022, 2023, 2024		
PROVIDER NAME Bluffview Montessori School			
ADDRESS 1321 Gilmore Ave		CITY Winona	STATE MN
PHONE NUMBER 507-452-2807		EMERGENCY PHONE 507-858-5524	
ZIP CODE 55987			

2. Shelter-in-Place / Lockdown Procedures

If we need to stay in the building due to an emergency, the following procedures will be followed

LOCATION 1 (IN-BUILDING) Classroom – Erdkinder in east wing	LOCATION 2 (IN-BUILDING) 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. CH students/staff are directed to the SpEd 3 Room, and all other 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 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, hschantzen@bluffviewmontessori.org
Assistant Head of School – Sherry Lohmeyer, slohmeyer@bluffviewmontessori.org
Building Manager – Andrew Richardson, arichardson@bluffviewmontessori.org
HR Coordinator - Renee Knutson, renknutson@bluffviewmontessori.org
Administrative Assistant - Ruth Rourke, rrourke@bluffviewmontessori.org
Board of Directors Executive Member – Meghan Booth, mbooth@bluffviewmontessori.org
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	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 (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.
Flood	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 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.
Gas/Chemical Leaks	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 (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.
Hazardous Materials	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 (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.
High or Low Temperatures	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.
Infectious Diseases	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.
Nuclear Power Plant	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."

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 epi-pen 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.
Sexual Abuse	If child is in immediate danger, 911 or other authorities may be called. Office/Admin will be notified. Report abuse occurring within a family, the community, or within school to Winona County Child Protection Services - 507-457-6500. Also report abuse within school to Department of Human Services, Division of Licensing Maltreatment Intake Line - 651-431-6600. Resources include but are not limited to: HVED (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 and the Praesidium Hotline (sponsored by Cincinnati Insurance) - 1-866-607-7233.
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, a lockdown may take place and authorities will be contacted while admin monitors the situation.
Hostage	911 will be called, a hold, secure, or lockdown may be called as deemed necessary or appropriate.
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 'secure' would be called. 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: HVED (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: HVED (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 walkies. The office may be called also. If a larger response team is needed in the case of a large scale event, we have HVED, 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	

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 L - 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, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 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. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, restorative practices, academic screening for Title 1 services

or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under Minnesota Statutes, sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator and a pupil's parent to withdraw a student from Bluffview Montessori School to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurrence.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
1. for a pupil who remains enrolled in Bluffview Montessori School or is awaiting enrollment in a new district, Bluffview Montessori School's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. Bluffview Montessori School must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
 2. a pupil receiving school-based or school-linked mental health services in Bluffview Montessori School under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
 3. Bluffview Montessori School must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the Bluffview Montessori School website.

V. 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 restrain a student to prevent imminent bodily harm or death to the student or 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 to prevent bodily harm or death to the student or 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.
- H. Reasonable Force Reports
 - 1. Bluffview Montessori School must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - 2. Beginning with the 2024-2025 school year, Bluffview Montessori School must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

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

In accordance with the Minnesota Government Data Practices Act, Bluffview Montessori School is required to inform students of their rights as they pertain to the information Bluffview Montessori School collects about them. Bluffview Montessori School asks for this private information as part of the investigation of an incident to determine what, if any, discipline is appropriate. See Addendum 1 for the complete Tennessee Warning which may be summarized and delivered verbally as appropriate for the age of the student.

VII. 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.

VIII.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. Use of a cell phone in violation of Bluffview Montessori School's Internet Acceptable Use and Safety Policy;
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.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. Bluffview Montessori School is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, administrators, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. Bluffview Montessori School must not use recess detention unless:
 - 1. a student causes or is likely to cause serious physical harm to other students or staff;
 - 2. the student's parent or guardian specifically consents to the use of recess detention; or
 - 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. Bluffview Montessori School must not withhold recess from a student based on incomplete schoolwork.
- E. Bluffview Montessori School must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. Bluffview Montessori School must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. Bluffview Montessori School is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. Bluffview Montessori School must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter Bluffview Montessori School's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. 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's code of conduct, 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 charter school 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.

XI. 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, school administrator, or other Bluffview Montessori School 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 Bluffview Montessori School's 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 Bluffview Montessori School's student management system;

The student will be provided required class work;

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

- D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)
1. The removal from class shall be for a period of time deemed appropriate by the school administrator or their designee in consultation with the teacher.

E. 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 school administrator 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.

F. 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.

G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions

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

H. 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.

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. Bluffview Montessori School 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; and

M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services.

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 as well as for referring a student in need of special education services.

Services available for early detection of behavioral problems may include:

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

N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031.

In accordance with the statute above, Bluffview Montessori School designates its Assistant Head of School as the primary contact person in the school building to receive reports of prohibited conduct and ensure the policy and its procedures including restorative practices, consequences, and sanctions are fairly and fully implemented, and serve as the primary contact on policy and procedural matters implicating both the district or school and the department.

XII. 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 use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, 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. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. 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. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The Head of School or other person having administrative control of the school building or program is encouraged to designate a Bluffview Montessori School employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. 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.
4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. 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.

5. 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.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school 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 charter school or in an alternative learning center under Minnesota Statutes section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.
7. 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.
8. 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 Minnesota Statutes chapter 260C.
9. 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, Minnesota Statutes sections 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 Addendum 2 for a sample Notice of Suspension.)
10. 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.
11. 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.
12. 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) consecutive school days.

E. 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, Minnesota Statutes sections 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, Minnesota Statutes sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices 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 must 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) and is posted on its website.

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 Minnesota Statutes section 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.

XIII.ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain 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.

XIV.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 exclusion or expulsion, each physical assault of a Bluffview Montessori School employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil 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 pupil's age, grade, gender, race, and special education status.

XV.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

XVI.STUDENTS WITH DISABILITIES

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.

XVII.OPEN ENROLLED STUDENTS

Bluffview Montessori School may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident Charter school (Minnesota Statutes section 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.

XVIII.DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;

3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX.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.

XX. 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.



PRIVACY NOTICE (Tennessee Warning)

In accordance with the Minnesota Government Data Practices Act, Bluffview Montessori School ("Bluffview"), is required to inform you of your rights as they pertain to the information we collect about you. Bluffview is asking for this private information so that it can investigate an incident that may result in student discipline.

The information we collect from you will be used during the investigation and to determine what, if any, discipline is appropriate.

You are not legally required to provide the requested information and you may refuse to provide some or all of the information requested. However, Bluffview may not be able to effectively investigate the incident if you do not provide sufficient information. Also, Bluffview will have to make a determination without hearing your version of events.

With some exceptions, unless you consent to further release of private information, access to the information will be limited to the individuals involved in the investigation. However, federal and state law does authorize release of private information without your consent to:

- School officials who have legitimate educational interests in the information;
- The juvenile justice system if the information is necessary, prior to adjudication, to determine the juvenile justice system's ability to serve you;
- Appropriate persons in connection with an emergency, if necessary to protect your health or safety or the health or safety of others;
- Other entities as required by a court order, or authorized by other state or federal law.

In accordance with MN Rules 1205.0500, a minor may request in writing that any of his/her private information not be disclosed to his/her parent(s)/guardian(s).

I have read and fully understand the above notice.

Signature

Date

Printed Name



NOTICE OF SUSPENSION

(Date)

(Name of Parent or Guardian)

(Address)

(City, State, Zip)

Dear (Parent or Guardian)

(Name of Student) has been suspended from Bluffview Montessori School for (number of days) commencing on (date).

The grounds for suspension are:

Briefly, the facts that have been determined are:

The testimony received was:

An administrative conference to determine the above was conducted before

_____, at _____ on _____
(Name of Administrator) (Time) (Date)

pursuant to Minn. Stat. §§ 121A.40-121A.56, a copy of which is enclosed.

The plan of readmission is:

Alternative educational services in the form of homework will be available to be picked up at the school after _____ [date] _____.

While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct.

If you have any questions, please call.

Sincerely,

Administrator

Enc: Minn. Stat. §§ 121A.40-121A.56

Appendix M - Bullying Prohibition

POLICY 514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic performance 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:
1. on the school premises, at school functions or activities, on school transportation;
 2. by the use of electronic technology and communications on the school premises, during school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists; or
 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. 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. This policy also applies to sexual exploitation.

- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a Bluffview Montessori School staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of Bluffview Montessori School shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying 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.

- J. 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, malicious and sadistic conduct, and sexual exploitation.

- 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. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "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.
- G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. "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.
- I. "Student" means a student enrolled in a public 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 shall report the alleged acts immediately to an appropriate Bluffview Montessori School official 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 Minnesota Statutes section 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 must be conspicuously posted throughout the school building, and in the Bluffview Montessori School office.
- C. This policy must be distributed to each school employee and independent contractor at the time of hiring or contracting.
- 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 must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. Bluffview Montessori School shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the charter 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 Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Appendix N – 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 O - 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; or
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
2. “Familial status” means the condition of one or more minors having legal status or custody with:

- a. the minor’s parent or parents or the minor’s legal guardian or guardians; or
 - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
- 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
- 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
- 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
- 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
- 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment: Definition

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

G. Sexual Violence: Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

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

H. Violence: Definition

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

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other Bluffview Montessori School personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other Bluffview Montessori School personnel or group of students, teachers, administrators, or other Bluffview Montessori School personnel should report the alleged acts immediately to an appropriate Bluffview Montessori School official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, Bluffview Montessori School may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. Bluffview Montessori School encourages the reporting party or complainant to use the report form available from the Head of School or available from the Bluffview Montessori School office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the Bluffview Montessori School human rights officer or to the Head of School. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Head of School or the Bluffview Montessori School human rights officer by the reporting party or complainant.

- D. In the Bluffview Montessori School Building. The Head of School, the Head of School's designee, the human rights officer(s), or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult Bluffview Montessori School personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Head of School or the Bluffview Montessori School human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. Bluffview Montessori School personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the Bluffview Montessori School human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Assistant Head of School as the Bluffview Montessori School human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the human rights officer, the complaint shall be filed directly with the Head of School.
- H. Bluffview Montessori School shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.

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

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

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

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

V. INVESTIGATION

- A. By authority of Bluffview Montessori School, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by Bluffview Montessori School officials or by a third party designated by the Bluffview Montessori School.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, Bluffview Montessori School should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, Bluffview Montessori School may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other Bluffview Montessori School personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. Bluffview Montessori School human rights officer shall make a written report to the Head of School upon completion of the investigation. If the complaint involves the Head of School, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. BLUFFVIEW MONTESSORI SCHOOL ACTION

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

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout the school building in areas accessible to students and staff members.
- B. This policy shall be given to each Bluffview Montessori School employee and independent contractor who regularly interacts with students at the time of initial employment with Bluffview Montessori School.
- C. This policy shall appear in the student handbook.
- D. Bluffview Montessori School will develop a method of discussing this policy with students and employees.
- E. Bluffview Montessori School may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to,

character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Appendix P - Materials Approval Form

Materials Approval Form (submit to Academic Practices Committee)

Staff Member _____

Name
of Material _____

How will this be used in your classroom/work area?

Estimated copies: _____ black & white _____ color

Estimated laminate: _____ inches

Signature _____

Date _____

To be filled out by Academic Practices Committee

Approved _____ YES _____ NO

Signature _____

Date _____

Comments _____

Actual copies _____ black & white x .01 = \$ _____

_____ color x .05 = \$ _____

Actual laminate _____ inches x _____ = \$ _____ Total All \$ _____

Payment received by _____

Date _____

Academic Practices Chair or HOS Signature _____

Date _____

Appendix Q – 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 R – Student Surveys

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

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

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

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

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

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

Appendix S - Teacher Salary Schedule

Bluffview Montessori												
Winona, Minnesota												
Board Approved Salary Schedule effective FY26												
	New base:											
Formula used:	\$ 32,151	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	15% of MA	
Steps of employee	BA/BS	BA + 15	Mont +1	Mont +2	BA + 30	MA	MA+15	Mont +1	Mont +2	MA+30	PhD	
1	32,151	33,116	33,437	34,402	35,045	36,974	38,083	38,453	39,562	40,302	42,520	
2	32,473	33,447	33,772	34,746	35,395	37,344	38,464	38,838	39,958	40,705	42,945	
3	32,798	33,781	34,109	35,093	35,749	37,717	38,849	39,226	40,357	41,112	43,375	
4	33,126	34,119	34,451	35,444	36,107	38,094	39,237	39,618	40,761	41,523	43,809	
5	33,457	34,461	34,795	35,799	36,468	38,475	39,630	40,014	41,169	41,938	44,247	
6	33,791	34,805	35,143	36,157	36,833	38,860	40,026	40,414	41,580	42,357	44,689	
7	34,129	35,153	35,494	36,518	37,201	39,249	40,426	40,819	41,996	42,781	45,136	
8	34,471	35,505	35,849	36,884	37,573	39,641	40,830	41,227	42,416	43,209	45,587	
9	34,815	35,860	36,208	37,252	37,949	40,038	41,239	41,639	42,840	43,641	46,043	
10	35,163	36,218	36,570	37,625	38,328	40,438	41,651	42,055	43,269	44,077	46,504	
11	35,515	36,581	36,936	38,001	38,711	40,842	42,068	42,476	43,701	44,518	46,969	
12	35,870	36,946	37,305	38,381	39,099	41,251	42,488	42,901	44,138	44,963	47,438	
13	36,229	37,316	37,678	38,765	39,490	41,663	42,913	43,330	44,580	45,413	47,913	
14	36,591	37,689	38,055	39,153	39,884	42,080	43,342	43,763	45,025	45,867	48,392	
15	36,957	38,066	38,435	39,544	40,283	42,501	43,776	44,201	45,476	46,326	48,876	
16	37,327	38,446	38,820	39,940	40,686	42,926	44,213	44,643	45,930	46,789	49,365	
17	37,700	38,831	39,208	40,339	41,093	43,355	44,656	45,089	46,390	47,257	49,858	
18	38,077	39,219	39,600	40,742	41,504	43,789	45,102	45,540	46,854	47,729	50,357	
19	38,458	39,611	39,996	41,150	41,919	44,226	45,553	45,995	47,322	48,207	50,860	
20	38,842	40,008	40,396	41,561	42,338	44,669	46,009	46,455	47,795	48,689	51,369	
21	39,231	40,408	40,800	41,977	42,761	45,115	46,469	46,920	48,273	49,176	51,883	
22	39,623	40,812	41,208	42,397	43,189	45,566	46,933	47,389	48,756	49,667	52,401	
23	40,019	41,220	41,620	42,821	43,621	46,022	47,403	47,863	49,244	50,164	52,925	
24	40,419	41,632	42,036	43,249	44,057	46,482	47,877	48,342	49,736	50,666	53,455	
25	40,824	42,048	42,457	43,681	44,498	46,947	48,356	48,825	50,234	51,172	53,989	
26	41,232	42,469	42,881	44,118	44,943	47,417	48,839	49,313	50,736	51,684	54,529	
27	41,644	42,894	43,310	44,559	45,392	47,891	49,328	49,806	51,243	52,201	55,074	
28	42,061	43,322	43,743	45,005	45,846	48,370	49,821	50,305	51,756	52,723	55,625	
29	42,481	43,756	44,181	45,455	46,305	48,853	50,319	50,808	52,273	53,250	56,181	
30	42,906	44,193	44,622	45,909	46,768	49,342	50,822	51,316	52,796	53,783	56,743	
31	43,335	44,635	45,069	46,369	47,235	49,835	51,330	51,829	53,324	54,321	57,311	
32	43,768	45,082	45,519	46,832	47,708	50,334	51,844	52,347	53,857	54,864	57,884	

33	44,206	45,532	45,974	47,301	48,185	50,837	52,362	52,871	54,396	55,412	58,463
34	44,648	45,988	46,434	47,774	48,667	51,345	52,886	53,399	54,940	55,967	59,047
35	45,095	46,448	46,899	48,251	49,153	51,859	53,415	53,933	55,489	56,526	59,638
36	45,546	46,912	47,367	48,734	49,645	52,378	53,949	54,473	56,044	57,091	60,234
37	46,001	47,381	47,841	49,221	50,141	52,901	54,488	55,017	56,604	57,662	60,836
38	46,461	47,855	48,320	49,713	50,643	53,430	55,033	55,568	57,170	58,239	61,445
39	46,926	48,334	48,803	50,211	51,149	53,965	55,584	56,123	57,742	58,821	62,059
40	47,395	48,817	49,291	50,713	51,661	54,504	56,139	56,684	58,320	59,410	62,680
41	47,869	49,305	49,784	51,220	52,177	55,049	56,701	57,251	58,903	60,004	63,307
42	48,348	49,798	50,282	51,732	52,699	55,600	57,268	57,824	59,492	60,604	63,940
43	48,831	50,296	50,784	52,249	53,226	56,156	57,840	58,402	60,087	61,210	64,579
44	49,319	50,799	51,292	52,772	53,758	56,717	58,419	58,986	60,688	61,822	65,225
45	49,813	51,307	51,805	53,300	54,296	57,285	59,003	59,576	61,294	62,440	65,877
46	50,311	51,820	52,323	53,832	54,839	57,857	59,593	60,172	61,907	63,065	66,536
47	50,814	52,338	52,846	54,371	55,387	58,436	60,189	60,773	62,526	63,695	67,201
48	51,322	52,862	53,375	54,915	55,941	59,020	60,791	61,381	63,152	64,332	67,873

Appendix T – Tobacco Free Environment

POLICY 419

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

authorized for sale by the United States Food and Drug Administration.

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

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on Bluffview Montessori School property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult non student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by Bluffview Montessori School.
- C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging at Bluffview Montessori School. The process for conducting smudging is determined by the Head of School. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the Head of School.

V. VAPING PREVENTION INSTRUCTION

- A. Bluffview Montessori School must provide vaping prevention instruction at least once to students in grades 7 & 8.
- B. Bluffview Montessori School may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of Bluffview Montessori School's locally developed health standards.

VI. ENFORCEMENT

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

VII. DISSEMINATION OF POLICY

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