

Bluffview Montessori School

Family Handbook



2019-2020

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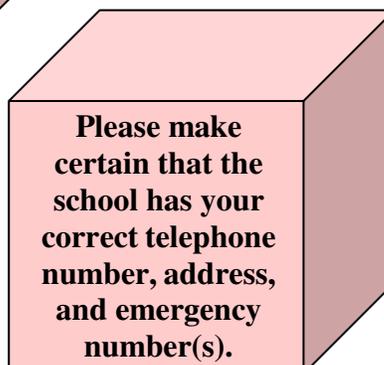
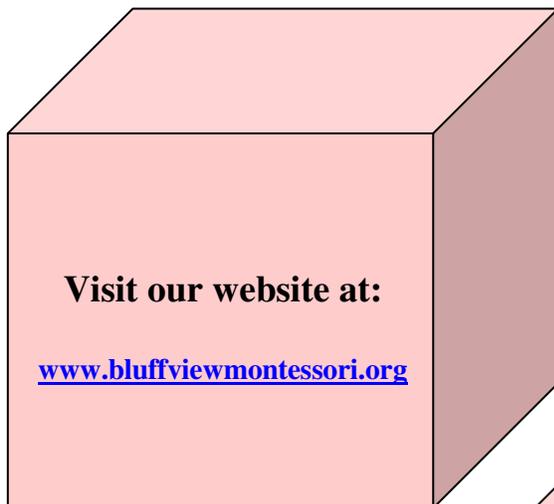
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Our goal is to ensure that your child has a successful school experience and that involves a close relationship between home and school. Please review the information in this handbook and keep it for future reference. If you have any question or desire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



Board of Directors 2019-2020

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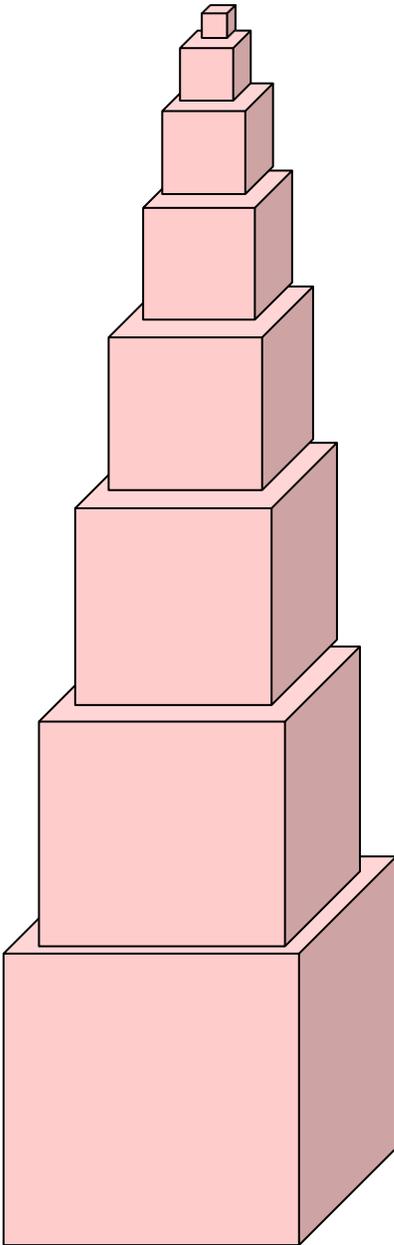
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Regular meetings of the school board are normally held on the third Wednesday of the month at 6:00 p.m. in the band room. There is a schedule on the bulletin board next to Children's House One. The public is welcome.

Board meeting dates are published in the weekly newsletter and posted on the entryway bulletin board and the school website.

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Welcome to Bluffview Montessori School

Brief History

Bluffview Montessori School was established in 1967 as a private preschool. In 1987, it expanded to include elementary students. In March 1993, Bluffview Montessori became the first Montessori Charter School in the United States, District 4001. Bluffview Montessori School is sponsored by the Winona Area Public Schools (Independent School District 861) and must meet requirements specified in the charter agreement, which is renewed every three years. In 1998 Bluffview Montessori School expanded its program to include middle school students.

Bluffview Today

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

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

Each classroom has a lead teacher and teaching assistant. Within the Montessori environment, teachers present lessons, but most of the student's education is introduced on an individual level using 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. Art, music (instrumental and vocal), and physical education, are taught by teachers certified in those specialty areas. Bluffview Montessori School also provides Special Education and student health services.

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

Governing Organization

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

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

Vision Statement

The vision of Bluffview Montessori School

Bluffview Montessori School empowers children to unfold their full potential as whole and unique persons in a global community.

Admission Requirements

1. Preschool children must be 33 months of age to enroll in the Children's House and must also be toilet trained.
2. Preschool children should have language development sufficient to meet their needs in a classroom environment.
3. Children must be age 5 by September 1st of the current school year in order to enter Kindergarten.
4. The following forms must be on file prior to admission:
 - Enrollment form (for new students)
 - Health form including immunization records
 - Emergency Information
 - Contract form and deposit (Children's House Preschool)
 - Early Childhood Screening records (Kindergarten only)
 - Previous school records, or a signed *Release of Information Form* allowing Bluffview to obtain a copy of these records (for transfer students)
 - Information regarding Individual Education Plans (IEP) if applicable

After School Programs

After school programs are available at Bluffview Montessori School from 2:15 p.m. to 6:00p.m and are run by the YMCA. For further information, please contact the Y at 507-454-1520.

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

Acceptable Use Policy

Bluffview has an acceptable use policy that applies to internet use at our school. Please see appendix E for the complete policy. The statement is included on yearly student information forms which must be filled out prior to each school year.

Attendance

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

The school day begins promptly at 7:45 a.m. Parents or guardians, please accompany Children's House students into school after 7:30. Elementary and Erdkinder students should not arrive at school earlier than 7:00 a.m.. The school day ends at 2:10 p.m. Parents will be called for any student not picked up by 2:30 p.m.

Reporting Absences

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

Excused Absences

To be considered an excused absence, the student's parent must verify the reason for the student's absence from school. Excuses must be received within two school days or they will be recorded as unexcused absences.

An excused absence is an occurrence which meets the following criteria for non-attendance. Excused Absences include:

- 1) **Illness:** extended illness-related absences may result in a request for a written excuse from a physician
- 2) **Sickness or death in the family**
- 3) **Impassable road:** Normally the school will be closed on a snow day, however there may be good cause for absence if a child lives in an isolated area where roads have not been properly cleared of snow or other debris.
- 4) **Observance of religious holidays not recognized by public schools:** This refers to legitimate religious holidays recognized by major religions which are sacred to the adherents of the religion and which require non-attendance by the student on days that are not public holidays.
- 5) **Quarantine:** This refers to school or doctor ordered exclusion of the child from school due to contagious disease or other legitimate medical reason.
- 6) **The student is required to be in court**
- 7) **Suspension, Exclusion, or Expulsion from school:** This refers to students who have been removed from school following 121A.40 Minnesota Fair Pupil Dismissal Law.
- 8) **The student needs emergency medical or dental treatment**
- 9) **Other Absences:** This refers to special cases of family travel or other special circumstances where the absence from school is agreed upon by the parents, teachers, and the administration prior to the absence.

Conditions for Other Excused Absences

- The time limits for the approved absence may range from a single day to a week or more and applies only in those cases where prior permission has been given.
- Prior permission will be granted by the Head of School, who may request a planning meeting with parents, teachers, and the Head of School. It is the parents' responsibility to contact the teacher and Head of School at least two weeks in advance of the event in order to allow sufficient time for planning.
- During this meeting, the parents must provide a legitimate educational rationale for missing school. Teachers, the Head of School, and parents will collaborate and create a plan that will allow the student to keep up with assigned studies.
- The school reserves the right to deny approval in cases where the absence is not determined to have a legitimate educational purpose. Teachers and administrators determine legitimate educational purpose.
- An approved absence may be refused if the student is so far behind in his/her studies that, in the judgment of teachers and administrators, an absence from school might have a detrimental effect on the student's education.

Unexcused Absences

The school recognizes unexcused absences as non-legitimate reasons for non-attendance. Examples of unexcused absences include:

- 1) missed the bus
- 2) visiting relatives/friends
- 3) overslept/too tired
- 4) shopping
- 5) helping at home
- 6) staying home to care for a family member
- 7) hunting
- 8) deliberate non-attendance - "skipping"
- 9) staying home- being punished/grounded
- 10) arriving to school after 8:00 a.m. without a valid excuse

This is not a complete list. There may be any number of other reasons for an unexcused absence.

Truancy

Truancy is defined as absence from school with no legitimate purpose. Truancy laws apply to students who attend Kindergarten through 8th grade at Bluffview Montessori School. Two degrees of truancy are recognized by Minnesota statute: "continuing truant" and "habitual truant."

Continuing Truant

According to MN Statute 260A.02 Sub.3., a “continuing truant” means a child who is subject to the compulsory instruction requirements of MN Statute 120A.22 and is absent from instruction in a school without valid excuse within a single school year for:

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

Habitual Truant

According to Minnesota Statute 260.015 Sub19., a “habitual truant” is a child under the age of 16 years who is absent from school without a lawful excuse for seven days if the child is in elementary school or for one or more class periods of seven school days if the child is in middle school...”

Procedures for Truancy

The third unexcused absence will result in the implementation of MN Statute 260A.03 “Notice to parent or guardian when child is a continuing truant.” The Head of School will inform the parent that:

- The child is truant.
- The parent or guardian should notify the school if there is a valid excuse for the child’s absence.
- The parent or guardian is obligated to require the attendance of the child at school. Parents who fail to meet this obligation may be subject to prosecution.
- This notification serves as the notification required by Minnesota Statute 260A.03.
- Alternative educational programs and services may be available through District 861.
- The parent or guardian has the right to meet with the school administration to discuss a solution to the child’s truancy.
- If the child continues to be truant, the parent and child may be subject to juvenile court proceedings.
- It may be required that a parent or guardian accompany the child to school and attend class with the child for a period of one day.

The **third unexcused absence** may also result in a referral to the Winona County Restorative Justice Truancy Intervention Program. If trancies continue after meeting with the Restorative Justice Truancy Liaison, the Committee will initiate further action.

The **fifth unexcused absence** may result in a request from Administration for a parent/teacher/administrator meeting to discuss the student’s unexcused absences.

After **seven unexcused absences**, the child will be designated a habitual truant and a truancy petition will be filed with the court administrator and a Child Protection Report will be made to the Department of Human Services.

Excessive Absences

A parent or guardian may clear three days per month that school is in session. Subsequent clearances for illnesses may require verification by a doctor or other valid health care professional after the third absence. Student attendance will be monitored to detect patterns of excessive excused absences so that appropriate intervention action takes place.

- Written doctor’s excuse:
- On valid doctor’s medical slip
- Specific dates of illness or injury and date doctor was seen
- Doctor’s belief that due to an illness or injury (state injury or illness), the student is restricted from participating in or attending school. Restrictions need to be listed with a final date.

Recurring Absences

The following charts reflect guidelines for schools to follow in working with parents of students with recurring absences. (Guidelines are suggested by the Winona County Truancy Task Force.)

Number of Unexcused Absences	School’s Response
3	Attendance personnel/Head of School will contact parent by phone or letter and may initiate referral to Winona County Restorative Justice Truancy Intervention Program.
5	Attendance personnel will contact parent to notify of students continued truancy and request a parent meeting.
7	Attendance personnel will file educational neglect or truancy Charges with Winona County Restorative Justice.

Number of Excused Absences during the School Year	School’s Response
3/month	Parent contact by attendance personnel or Head of School requesting a valid doctor’s excuse for future absence.
15	Attendance personnel will verify doctor’s excuse with the doctor. Parents will be notified if further action is warranted.

Bicycles

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

Billing

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

Birthday/Holiday Treats

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

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

Bullying

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

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

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

For more information, please see Policy 514 on the school website or in the school office.

Busing

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

Coordinator of Transportation: Maja Reyes

903 Gilmore Avenue, Winona MN 55987

Telephone: 507-494-0810

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

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

Location Manager Kelly Anderson

1160 Frontenac Drive

Winona MN 55987

507-961-2176

Email: kelly.anderson@firstgroup.com

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

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

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

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

Code of Conduct- Bus Behavior

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

Rules at the Bus Stop and on the Bus

1. Be at the bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students
2. Respect the property of others while waiting at the bus stop.
3. Stay away from the street, road or highway when waiting for the bus.
4. Wait until the bus stops before approaching the bus.
5. Never walk or run alongside of a moving bus. Do not hang on to any part of a moving bus.
6. If you must cross the street, always cross at least 10 feet in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
7. After getting off the bus, move away from the bus
8. Treat drivers and other riders with respect.
9. Ride only the assigned bus. Extra riders, such as friends, are not allowed to ride.
10. Get on and off at your assigned stops
11. No eating or drinking on the bus (unless prior permission is received from the bus driver).
12. Keep head, arms, and hands inside the bus. Keep your arms, legs and belongings to yourself. Sit facing forward.
13. Refrain from inappropriate or disruptive behavior. No fighting, harassment, intimidation or horseplay.
14. Talk quietly and use appropriate language
15. Objects that may be hazardous such as firearms, firecrackers, etc. are not allowed on the bus. Do not bring any weapons or dangerous objects on the bus.
16. iPods with headphones are allowed if they do not disturb other students and the driver.
17. Cell phones may not be used on the bus
18. Do not use or possess alcohol, drugs, tobacco, vaping devices or prescription medications.
19. Do not damage the school bus.
20. Large objects such as golf clubs, skis, hockey sticks, skateboards are not allowed on the bus.
21. Do not throw anything on the bus.

Video Camera capability is on each bus- students may be monitored

Parent/Guardian Involvement

Parents are asked to review the rules with their children

Parents are responsible to:

- Become familiar with rules, policies, regulations and the principles of school bus safety and thoroughly review them with their children.
- Support safe riding and walking practices and recognize that students are responsible for their actions
- Accept liability for damage done to buses by children under their legal guardianship

- Provide transportation to and from school for students who have lost riding privileges
- Communicate safety concerns to the school
- Monitor bus stops, if possible
- Have their children to the bus stop five minutes before the bus arrives
- Provide transportation for students needing to get large objects to or from school.
- Have their children properly dressed for the weather
- Have a plan in case the bus is late or if there is a late start or early dismissal at school
- Parents are responsible for the safety of their children up until the time the bus arrives

Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes and will be at the discretion of the school administrator. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. Each school year students start with a clean slate. An exception would be fulfilling a prior year consequence. Students are expected to follow the same standards of behavior while riding a bus as when in school. Consequences for school bus/bus stop misconduct will apply from the time a student arrives at the bus stop prior to boarding the bus until the student leaves the bus stop area after exiting from the bus at the end of a school day or event. Discipline related to school behavior is the responsibility of the school administration and shall not be imposed by bus drivers unless the safe and efficient operation of the bus is compromised. The term "bus stop" includes bus transfer points.

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

The following is a list of conduct infractions which are to be reported by the bus driver to the student's school, and the appropriate consequences. The list is not meant to include all possible infractions; other misconduct of similar severity will result in the appropriate disciplinary action. Efforts will be made to follow progressive discipline for each offense however disciplinary action may be taken without previous warning for major infractions.

Minor Infractions include but are not limited to:

- Spitting or placing other bodily fluids in contact with other riders or driver
- Standing or leaving seat while the bus is in motion, including changing seats.
- Yelling or excessive noise
- Eating or drinking on the bus without permission
- Littering on the bus
- Minor horseplay, pushing, shoving or teasing
- Minor disrespect to a bus driver or any other rider

- Exiting at unauthorized stop
- Similar minor infractions as reported by the bus driver
- Profanity, obscene noises or gestures
- Refusal to comply with the bus driver's instructions

Consequences of minor infractions

- 1st offense during the school year:
 - Conference with student and review rules of conduct
 - Warning
 - Suspension for bus
- 2nd offense during school year:
 - Contact with student's parent/guardians
 - Written warning and/or other appropriate consequence
 - Suspension from bus
- 3rd offense during school year;
 - Further offenses will be individually considered
 - Contact with student's parent/guardian
 - Suspension from bus for up to 5 days
- 4th offense during school year
 - Further offenses will be individually considered
 - Contact with student's parent/guardian
 - Suspension from bus for up to 15 days
- 5th offense during school year
 - Further offenses will be individually considered
 - Student may be suspended for longer periods of time, including the remainder of the school year

Major Infractions Include but are not limited to:

- Unauthorized entrance or exit through the emergency door
- Vandalism of any type to the bus
- Theft
- Fighting or other physical aggression (even if done "in fun")
- Pushing or shoving which causes an individual to lose his/her balance, causing injury or unsafe conditions
- Repeated use of profanity, obscene noises or gestures
- Repeated spitting or placing other bodily fluids in contact with other riders or driver
- Repeated refusal to comply with the bus driver's instructions
- Any comments or actions of a sexual nature against any individual on the bus
- Serious disrespect to a bus driver or any other rider (or repeated minor offense)
- Extending any part of the body out a window, even momentarily, while the bus is moving
- Possession of tobacco, vaping devices, alcohol or any prescription drug not in its original container

- Harassment or threats of any kind (physical or verbal) against a driver or another student
- Bringing animals on the bus
- Possession of a weapon
- Possession of a cigarette lighter or other flammable liquid
- Possession of or lighting of matches, candles, fireworks
- Any illegal act as defined by local ordinances, MN statutes or federal law
- Any action with intent to cause bodily harm

Consequences of Major Infraction

- 1st offense during school year:
 - Contact with student's parent/guardian
 - Suspension from bus for up to 5 school days
 - In school discipline
- 2nd offense during school year:
 - Contact with student's parent/guardian
 - Suspension from bus for up to 15 school days
 - In school discipline
- 3rd offense during school year:
 - Contact with student's parent/guardian
 - Suspension from bus for remainder of the school year
 - In school discipline

For the following infractions, immediate removal from the bus and notification of law enforcement authorities may be required:

- Illegal possession of any controlled substance, including alcohol
- Distribution of tobacco, vaping items or any prescription drug to another student
- Display or use of any weapon
- Tampering with any controls related to the operation of the bus, including data gathering systems
- Assault of the bus driver or another student
- Any action which otherwise interferes with the normal operation of the bus and/or safety of another individual

The bus driver will contact and inform the bus company official of the infraction and immediately and safely park the bus to await arrival of law enforcement, bus company and school officials.

The bus company official will notify the law enforcement personnel and request that an officer meet the bus at a designated location to take custody of the student. The bus company will call school administration who will attempt to locate a parent and request that they pick up their child immediately. The bus driver will continue the route to completion after the student is taken by the appropriate official. Law enforcement personnel and school administration will collectively decide if the child is taken home by the officer, to the school or another facility.

In the event that officials at the school cannot be immediately contacted regarding removal of a student or notification of law enforcement personnel, the bus operator shall instead notify the District 861 transportation office. Personnel from that office shall make reasonable efforts to contact the student's parents or other designated adult. For consequences of these very serious concerns see, "Consequences for Major Infractions" and depending on the infraction, further legal action may be necessary. This will be decided by conference of law, school bus officials and parents.

Other Discipline

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

The bus company reserves the right to suspend a student immediately based on the severity of the offense. The school administrator will verify this action and determine further consequences.

Records

Records of bus misconduct will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the school district to the department of Public Safety in accordance with state and federal law.

Vandalism/Bus Damage

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

Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the appropriate school personnel and local law enforcement officials will be informed.

Calendar

Bluffview's School calendar correlates with the Winona Area Public Schools calendar. The 2019-2020 school year begins on Tuesday, September 3, 2019 and ends on Friday, June 5, 2020. Detailed monthly calendars are posted on our website.

Change of Address

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

Child Abuse Reporting

Under Minnesota law, the reporting of suspected physical abuse, sexual abuse and neglect is required of all educational and health care professionals. Bluffview staff members are mandated reporters and must comply with these reporting laws.

Classroom Snack and Supply Fee

A Classroom Snack Fee will be assessed to each student enrolled at Bluffview. This fee is used to purchase daily snacks throughout the school year. The fee for the 2019-2020 school year is \$50 per student. Please remit this fee to the office by September 3, 2019. If you need to make payment arrangements, please contact the office.

Complaints

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

Contacting Teachers

During the school year, the office is open from 7:00 a.m. to 3:30 p.m. Teachers may or may not be reachable by telephone during the school day. However, parents are always welcome to leave a message on the teacher's voice mail or send an email. Teachers will check voicemail and email daily and will respond as soon as possible. Teachers are available to meet with parents or guardians before or after school by appointment.

Discipline and Behavior

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

Bluffview promotes three basic values:

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

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

School wide components

- All school behavior expectation lessons are taught to all students for basic areas of the building that ALL children utilize, including the lunch area, bathrooms, hallways, playground, and peace circle/outside waiting area .
- Behavior matrices have been created for each of the basic areas of the school, and are displayed as reminders for students and staff of the expected behaviors.
- Each year, Bluffview utilizes a central theme to promote positive behavior. The 2019-2020 theme is Celebrate Humanity.
- Bluffview Montessori has been designated as an International Peace Site, and celebrates International Day of Peace each year in October with an all school assembly and ongoing peace activities.
- Bluffview Montessori utilizes inspiring lessons, books, and materials developed by *The Virtues Project* and *Core Virtues* that encourages students and staff to develop a sense of compassion and integrity and promote acts of service and generosity. The lessons are given through a three year cycle and will include the following virtues during the 2019-2020 school year:

Respect/responsibility	Service	Mercy
Perseverance	Courage	Humility
Stewardship	Justice	Wisdom

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

Classroom components

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

Discipline

Although students at Bluffview make many positive choices, it is understood that students will also make decisions and choices that allow them to learn and become more respectful and kind members of the community. Discipline Policy 507 was revised during the 2015-2016 school year, and can be found in the appendix of this handbook and on the school website. A paper copy can also be obtained in the school office.

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

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

Bluffview utilizes a variety of consequences, which can be found in the Discipline Policy. Consequences are given at the discretion of the administration. Students receiving an Office Discipline Report will, at minimum, visit with an administrator and may be asked to participate in “Compass University” during their lunch/recess or after school.

“Compass University” is time spent in the office where students may be asked to discuss their choices, participate in a behavior lesson, or complete homework. Arrangements for after school time will be made with parents for E2 students and with the student for Erdkinder students.

Dual Reporting

The names and addresses of parents or guardians are included in a student’s file. In the case of a student whose parents’ marriage has been dissolved, a certified copy of the Order of Dissolution, as well as any subsequent modification of the order, needs to be on file. Unless otherwise decreed in the order, information commonly made available to parents or guardians of any student will be provided to both parents and guardians.

Early Childhood Screening

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

Electronic Devices

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

Email List Serves

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

Enrollment

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

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

According to our charter agreement, all spaces in the charter school filled during open enrollment are drawn from waiting lists that are constructed by lottery (first weekday in Feb.) If space exists after this time, children are admitted from waiting lists that are built on a first-come, first-served basis. If there are more applications for a grade level than there are vacancies, a drawing will be conducted in accordance with the process specified in the charter agreement (Please refer to the school office for further information.)

Field Trips

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

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

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

Gum and Candy

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

Gym Shoes

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

Inclement Weather

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

Injury or Illness

If a child has a fever or is ill or injured, a parent/guardian or other authorized person will be notified. It is the expectation of the school that the child will be picked up from school within 20 minutes. The parent/guardian or designated person must come into the

school office and sign the child out before the child is permitted to leave school. If a child has a medical or dental appointment, the parent, guardian, or designated person must also come into the school office and sign the child out for the appointment. Under no circumstances, will a child be released from the school building until a parent, guardian, or designated adult signs the child out. The office staff will call the child's classroom when a parent or guardian arrives in the office.

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

Inspection of Property

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

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

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

Instructional Materials

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

Instrumental Music Program

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

Library

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

Lost and Found

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

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

Lunch

Children's House and elementary students enjoy lunch in the Community Room. Erdkinder students eat lunch in the Hillsvie Eatery. Table manners and courtesy are expected of all students. Similarly, students should demonstrate respect for cafeteria supervisors and obey their directives. Misbehavior during the lunch period may result in a student being denied the privilege of eating with his/her classmates or enjoying recess time.

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

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

All full day students have the option of eating hot lunch each day. Payments can be made in the school office for each child's hot lunch account. Lunch accounts must remain current and paid in full on or by the last day of school.

Hot lunches are served daily. The cost of a student lunch is \$2.95. Students that qualify for free or reduced lunch eat lunch without charge. The cost of additional milk is \$0.55 cents per serving. A monthly lunch menu will be published on the schools website. A full-featured salad bar, fruit and milk are included with all hot lunches.

Breakfast is also available daily. The cost of breakfast is \$1.55. Kindergarten students and students that qualify for free or reduced lunch may eat breakfast without charge. Parents and guardians may apply for Free and Reduced Lunch benefits by completing the Free and Reduced Lunch Application form and returning the form to the school office.

Multi-Cultural Assurances

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

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

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

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

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

Payments

Children's House tuition, lunch, and any other payments can be paid on our website (www.bluffviewmontessori.org/online_payment), in person, or mailed. Your child may deliver a payment to the office provided it is in an envelope marked with your family's name and the purpose for the payment. When writing a check, please make it payable to **Bluffview Montessori School** and write the purpose of the check on the comment line. Unpaid balances may be turned over to a collections agency if requests for overdue payment are denied or avoided.

Placement of Students

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

Recess and Play

When weather permits, students will go outside for recess. Teachers and office staff monitor the temperature along with the wind chill factor. The temperature guideline for

going outside is zero degrees. The wind-chill factor will be taken into account and the general dampness of the day will also be considered. Children may use the school's playground equipment and we request that students do not bring their own personal toys or balls for use at school.

Reporting Student Progress

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

Safety Drills

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

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

If an emergency event occurs and students are not able to return to the school building, the school will inform parents or guardians where their children have been taken for shelter via text messaging system and email. Our designated rally point is Sugar Loaf Ford at 1222 W Service Dr. Winona (near the Mall parking lot.) Law enforcement will message reunification procedures to parents. A copy of our Emergency Plan is available in the office.

School Communication

In order to reduce the amount of paper we use each week, Bluffview encourages online communication between home and school. Newsletters and other information are accessible on the school website and we encourage you to utilize this method for receiving information from school. If you do not have internet access and require paper copies of school communication, please inform the office of your preference. Hard copies of certain items will be sent home and for that purpose, communication folders will be sent home each Wednesday. These folders will contain important information about school and community events. At the beginning of each year, each student will be given a vinyl folder that should last throughout the school year. Any all-school

announcements and information will be given to the oldest or only child in the family. If students lose or willingly damage a vinyl folder they will be required to purchase new ones for \$1.35 each in the front office.

School Dress Code

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

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

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

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

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

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

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

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

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

School Records

A permanent record for each student is kept on file in the school office. The records include the following information: progress reports, results of standardized tests, behavior and attendance records. A separate health record containing immunizations and screening reports is also kept on file for each student. A conference to review your child's file may be arranged by contacting the Head of School.

School Website

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

<http://bluffviewmontessori.org>

Security

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

Snowballing

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

Special Committees

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

Student Health Program and Information

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

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

If your child has a fever, rash, diarrhea, vomiting, or a cough with a fever, please keep him/her home. Children who have been vomiting may not attend school for 24 hours. Students must be fever-free for 24 hours without the assistance of medication before returning to school.



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

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

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

Immunizations

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

Inhalers



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

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

Medications

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

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

Tardiness

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

Students arriving after 7:45 a.m. will be considered tardy. A tardy student must sign in at the office and obtain a hall pass in order to be admitted into their classroom. Arrival after 8 a.m. will result in a half day absence. Leaving school prior to 2:00 p.m. is also considered a half day absence.

Telephone Use

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

Testing

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

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

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

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

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

To opt out of state testing, please review and fill out the following form.

Parent/Guardian Guide to Statewide Testing

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

Students who do not participate will receive a score of "not proficient."

- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

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

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.state.mn.us > Students and Families > Statewide Testing).

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state- required standardized assessments. Your student’s district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student’s school.

*To best support school district planning, please submit this form to the student’s school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date _____ (This form is **only** applicable for the 2019 To 2020 school year.)

Student’s Legal FirstName _____ Student’s Legal Middle Initial ____

Student’s Legal Last Name _____ Student’s Date of Birth _____

Student’s District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

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

_____ MCA/MTAS Reading _____ MCA/MTAS Science

_____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out local assessments

I understand that by signing this form, my student will receive a score of "not proficient" and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state’s efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____ Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____

Tuition

Children's House tuition payments are due by the 10th of each month. Failure to pay past due amounts may result in the dismissal from Children's House or child care services. Students will not be allowed to begin school in the fall until the previous year's account is current or payment arrangements have been made. For more information, please see Policy 701.

Type III School Bus (Faculty provided) Transportation

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

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

Visitors

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

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

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

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

Volunteers

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

Withdrawals

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

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

Appendix A – Academic Honesty

POLICY 109 ACADEMIC HONESTY

I. PURPOSE

This policy set forth the administrative response to instances of academic dishonesty honesty on the part of students and employees of Bluffview Montessori School. It will further define the consequences that students and employees can expect when academic dishonesty is detected.

II. GENERAL STATEMENT OF POLICY

School administration shall develop specific plans for dealing with issues of academic dishonesty that are detected and attributed to (1) students and (2) employees. The school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, or other school employee who violates this policy.

GUIDELINES 109 ACADEMIC HONESTY

I. DEFINITION

A. “Plagiarism”

“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.

B. “Cheating”

“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 to collaborate on tests or assignments unless expressly authorized by a school faculty member.

II. CONSEQUENCES OF VIOLATING ACADEMIC HONESTY BY STUDENTS

A. First offense

1. Attend a plagiarism or cheating workshop sponsored by Bluffview
2. Student must design a plan of restitution to those harmed by the plagiarism or cheating
3. Re-do work
4. Behavior report and written parent notification of infraction

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B. Second offense

1. Attend a plagiarism or cheating workshop sponsored by Bluffview
2. Student must design a plan of restitution to those harmed by the plagiarism or cheating
3. Re-do work
4. Behavior report and written parent notification of infraction
5. In-school suspension, at the discretion of Administration
6. Parent conference

C. Subsequent offenses

1. Attend a plagiarism or cheating workshop sponsored by Bluffview
2. Student must design a plan of restitution to those harmed by the plagiarism or cheating
3. Re-do work
4. Behavior report and written parent notification
5. In-school suspension
6. Parent conference
7. Counseling with guidance counselor

III. CONSEQUENCES OF VIOLATING ACADEMIC HONESTY BY SCHOOL EMPLOYEES

A. First offense

1. Employee must make restitution to those harmed by the plagiarism or cheating
2. Re-do work
3. Personnel record entry

B. Second offense

1. Employee must make restitution to those harmed by the plagiarism or cheating
2. Re-do work
3. Personnel record entry
4. Non-paid administrative leave, at the discretion of Administration

A. Subsequent offense

1. Employee will be subject to discharge

Appendix B – Immunization Requirements

IMMUNIZATION REQUIREMENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
 2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month, day, and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic which administers immunizations. If such a statement is substituted, this statement must indicate the month, day, and year each immunization was administered. Upon request, the designated school district administrator will provide

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information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- D. Students who do not provide the appropriated proof of immunization of the required documentation related to an applicable exemption of the student from the required immunization shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

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

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

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1. notify parents and students of the immunization requirements and the consequences for failure to provide the required documentation;
 - 2. review student health records to determine whether the required information has been provided; and
 - 3. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student

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and/or the student's parent or guardian of the conditions for re-enrollment.

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district 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 attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student without the consent of the student's parent or guardian. Under all other circumstances, immunization data is private student data and disclosure of such data shall be governed by School Policy regarding Protection and Privacy of Pupil Records
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school district at the time of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

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

Appendix C – Student Medication

STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set provisions that must be followed when administering medications to students at school.

II. GENERAL STATEMENT OF POLICY

Bluffview Montessori School (BMS) acknowledges that some students may require prescribed medications both prescription and over the counter medications during the school day. The school district's licensed school nurse or trained staff will administer medications in accordance with law and school district procedures.

III. REQUIREMENTS

- A. All medications require a written physician's order and written parent/guardian permission. This includes prescription medications as well as Tylenol, Advil, Aspirin and all other over the counter medications.
- B. All medications must be in the original labeled container. (Local pharmacies will provide a second labeled container at no charge.)
- C. Medications (except inhalers/auto injectors with permission to carry) must be administered by the School Nurse or designated staff member.
- D. Medications orders/permissions are good for the current school year only.
- E. Medications must be brought to and from school by an adult.
- F. When the use of a medication has ceased or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Any unused medications will be disposed of by the school upon the written request of the parent/guardian or at the end of the school year.
- G. No medication will be given by any personnel to any student without the school nurse's delegation.
- H. The administration of subcutaneous, intramuscular, intravenous or rectal medication can be performed only by a licensed school nurse or delegated but the school nurse only to a registered nurse or licensed practical nurse with consideration of the Minnesota Nurse Practice Act. A school nurse or trained designee may administer auto injector medications in the case of an emergency.
- I. BMS allows student to self-carry inhalers that are prescription medication for asthma following the criteria below:
 - a. The inhaler must be properly labeled for the student (name, name of medication, dosage, time, and route).
 - b. Written authorization from the parent permitting self-administration and possession of an inhaler.

- c. Written order form the physician prescribing the medication.
 - d. Assessment of the student's knowledge and skills to safely use and possess an inhaler at school by the school nurse. This includes keeping a written record of use at school.
- J. EpiPens (auto injectable epinephrine) access will follow be as specified by law:
- a. Students will be allowed to carry or have immediate access to their EpiPens at all times as deemed appropriate by their parents and the medical professionals who prescribed the EpiPens.
 - b. Staff must be trained to recognize and manage anaphylaxis including the administration of EpiPens.
 - c. Students needing EpiPens must have an individualized health plan that designates school staff responsible for implementing the plan and for recognizing anaphylaxis and administering EpiPens.
 - d. Parents and prescribing medical professionals must annually inform the school in writing that the pupil may possess EpiPens and/or if the student is unable to possess the EpiPens, that will provide properly labeled EpiPens to the school for the pupil and the EpiPens will be in close proximity to the student at all times.
 - e. Back up EpiPens are to be kept in the nurses' office in an unlocked container.
 - f. Parents are responsible for providing the auto injector (Epi Pen) by the first day of school and replacing it before the expiration date.
- K. Field Trip medication must be delegated by the school nurse, appropriately secured and well supervised throughout the trip. Students who require emergency access to medications should never be significantly separated from the person designated to administer the medication. Medications arrangements for overnight field trips should be made in direct consultation with the school nurse.

Legal References: Minn. Stat. 121A.22 (Administration of Drugs and Medicine)
 Minn. Stat 121A.221 (Possession and use of nonsyringe injectors of epinephrine.
 Minn. Stat. (Possession and Use of Asthma Inhalers by Asthmatic Students).
 Minn. Stat 13.32 (Student Health Data)
 Minn. Stat. 121A.21 (Hiring of Health Personnel)

Appendix D – Incident Report

Bluffview Montessori School

CS 4001 Winona MN

Incident Report

Today's Date: _____

Name of person completing this form: _____

Individual involved: _____ Date of incident: _____

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

YES NO

(Please explain your answer below.)

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

YES NO

Describe the incident: _____

(Please attach additional pages as necessary.)

For administrative use

only

Disposition:

Resolved with reporting party Resolved with offending

party Planned action: _____

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

Administrator Signature

Date

Reviewed by Board Chair

Date

Appendix E – Acceptable Use Policy for Technology

Bluffview Montessori School

CS 4001 Winona MN

ACCEPTABLE USE POLICY FOR TECHNOLOGY - STUDENTS (POLICY 512)

Purpose

This policy outlines the appropriate use of computers and other classroom technologies for students.

Guidelines

Definitions

1. "Surfing" is the term for unstructured searches, or just exploring to see what is out there.
2. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that: (A) the average person, applying contemporary community standards, would find, taking the material as a whole and with respect to minors, is designed to appeal to, or is designed to pander to, the prurient interest; (B) depicts, describes, or represents, in a manner patently offensive with respect to minors, an actual or simulated sexual act or sexual contact, an actual or simulated normal or perverted sexual act, or a lewd exhibition of the genitals or post-pubescent female breast; and (C) taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

Responsibility

- a. Compliance with this policy is the responsibility of all students and staff.
- b. Bluffview Montessori staff, as directed by the Head of School, shall maintain this policy.

Policy

1) Internet Use

- a) All students are required to sign and abide by the Bluffview Montessori Student Acceptable Use Policy agreement which outlines the terms and conditions of this policy and its accompanying guidelines. It will be assumed that parents/guardians are in agreement with this policy unless otherwise specified in writing. Students of parents who opt out of this agreement will not be allowed to use the Internet or other applicable technology at school.
- b) All use of the Internet during school hours must be in support of education and research, and consistent with the educational objectives of Bluffview Montessori School. Users must have a well-defined, documented reason for accessing the Internet. No "surfing" is allowed. Students must have a topic, or subject, to be researched; and it must be directly related to a given assignment from one or more teachers. There should be adult supervision while any student is researching on the Internet.
- c) Bluffview's Internet system has a limited educational purpose and is not intended to serve as a public access service or a public forum. Bluffview has the right to place restrictions on its use to assure that use of Bluffview's computer system is in accord with its limited educational purpose. Student use of Bluffview's computers, network and Internet services will be governed by this policy, the related guidelines and the student disciplinary process.
- d) The Internet provides students with the opportunity to communicate with people throughout the world. Access to this information and resources brings with it challenges. Bluffview may not be able to technologically limit access to services through the Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum.

Unlike in the past when educators had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum, access to the Internet will open classrooms and students to electronic information resources which have not been screened by educators. Bluffview utilizes software and/or hardware to monitor online activity of students and to block/filter access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. At the discretion of the Head of School and/or Technology Committee, the web content filter may be configured to protect against access to other material considered inappropriate for students to access. The web content filter may be modified at any time, but will not be disabled while students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. The Head of School or Technology Committee may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the web content filter. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the web content filter. The Head of School or Technology Committee may disable the web content filter to enable access for bona fide research or other lawful purposes. Parent(s)/Guardian(s) are advised that a determined user may be able to gain access to services on the Internet that the District has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parent(s)/Guardian(s) assume risks by consenting to allow their child to participate in the use of the Internet.

- e) Students will not be allowed to access social media for personal use, including e-mail, chat rooms, instant messaging, and other forms of direct electronic communications, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.
- f) Network and Internet access is provided as a tool for education. Bluffview Montessori School reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Bluffview Montessori School and no user shall have any expectation of privacy regarding such materials.
- g) Staff members shall provide instruction for their students regarding appropriate technology use and online safety and security.
- h) Bluffview Montessori School does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.
- i) Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them.
- j) Users granted access to the Internet through the Bluffview's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy.
- k) Bluffview Montessori School designates the Head of School and the Technology Committee as the administrators responsible for initiating, implementing, and enforcing this policy.

2) Other technology

- a) Other classroom technology would include, but not be limited to: cameras, video equipment, electronic whiteboards, iPads, cell/smart phones, portable word processors, projectors (overhead, LCD), televisions, DVD/VHS players. Accompanying guidelines will be developed by the Technology Committee and approved by the Board of Directors.

Appendix F– Section 504 Coordinator

Each year, Bluffview designates a 504 coordinator. The Bluffview board of Directors designated Henry Schantzen, Head of School, the 504 coordinator beginning July 1, 2017.

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

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

What is Section 504?

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

Appendix G – Policy 514

Adopted: 8-19-2014

Revised: _____

BLUFFVIEW MONTESSORI SCHOOL POLICY 514 STUDENT BULLYING PROHIBITION

I. PURPOSE

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

This policy protects students against bullying and harassment on the basis of actual or perceived race, ethnicity, color, creed, 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, status with regard to public assistance, age, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic defined in Chapter 363A. This policy also protects any student who voluntarily participates in any school function or activity, whether the student is enrolled in the school or not.

II. DEFINITIONS

- A. Prohibited conduct ("bullying") means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students creating an actual or perceived imbalance of power between the student engaging in bullying and the target of bullying that has or can be reasonably predicted by repeated forms or pattern to have one or more of the following effects:
 - B. Placing the student in reasonable fear of harm to the student's person or property.
 - C. Causing a substantially detrimental effect on the student's physical or mental health.
 - D. Substantially interfering with the student's educational opportunities and performance.
 - E. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- F. Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.
- G. "Cyberbullying" means using electronic information and communication technologies to bully. This may include, but is 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.

- 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 the student who is the target of the prohibited conduct. Remedial response also means a measure to stop and correct retaliation for asserting, alleging, reporting or providing information about prohibited conduct (retaliation) or knowingly making a false report about prohibited conduct (false report), prevent retaliation or false reports from recurring and protect, support and intervene on behalf of the student who is the target of the prohibited conduct.
- I. "Immediately" means as soon as possible but in no event longer than 24 hours.
- J. "School employee" includes school board members, administrators, educators, assistants, school counselors, psychologists, other school mental health professionals, nurses and other school-based/linked medical providers/health professionals, cafeteria workers, custodians, extracurricular activities advisors, paraprofessionals, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school and its students.

III. PROHIBITIONS

Bullying of a student or group of students is prohibited:

- During any school-sponsored or school-sanctioned programs, activities, events or trips.
- In the school building, school property, on school buses or other school-provided transportation, and at designated locations for students to wait for buses and other school-provided transportation.
- Through the transmission of information from a school computer or computer network, or other electronic school equipment.
- When communicated through any electronic technology or personal electronic device while on school property, on school buses or other school-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities.
- Off campus communication and use of electronic technology which seriously disrupts any student's education.

Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying against another student are also prohibited.

IV. RESPONSE

- A. **Investigation-** The Head of School or designee (Assistant Head of School)- (hereinafter Head of School/designee) is the person responsible for receiving reports of bullying at the building level. They will ensure this policy and its procedures are fairly and fully implemented and serve as the primary contact on policy and procedural matters implicating both the district or school and department. If the complaint involves the Head of School/designee, the complaint shall be made or filed directly with the Board Chair.

When investigating a complaint, Head of School/designee 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.
5. The context in which the alleged incidents occurred.

Investigation of a bullying incident shall be initiated within three school days of receipt of a report and be completed within 10 school days, unless the Head of School/designee grants in writing an additional five-day extension due to extenuating circumstances. *See Attachment A for the investigation process.*

- B. Consequences** - Many student conflicts can be resolved immediately and do not require reporting or creation of an incident report. The school must respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Appropriate responses and consequences are outlined in either the Student Handbook or in *Attachment B*.
- C. Appeal** - Any party who is not satisfied with the outcome of the investigation may appeal to the school's human rights officer within 10 school days of notification of the Head of School/designee's decision. The human rights officer will conduct a review of the appeal and, within 10 school days of receipt of the appeal, will affirm, reverse or modify the findings of the report. The human rights officer shall notify the party requesting the appeal and the Head of School that its decision is final and shall document that notification in the incident report.
- D. School Employees** - When it is determined that a school employee was aware prohibited conduct was taking place but failed to report it, the employee will be considered to have violated this policy. The Head of School shall consider employee discipline for such violations.
- E. Reprisal** - The school will take appropriate action against any student or school employee who retaliates against any person who reports alleged bullying or against any person who testifies, assists or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment or intentional disparate treatment.

V. NOTICE AND DISSEMINATION OF REQUIREMENTS

The school will give annual notice of this policy to students, parents or guardians, and employees, and this policy shall appear in the student handbook and posted in an electronic format in the languages appearing on its district/school website. This policy should also be:

1. Posted in the school's administrative offices and throughout each school building in areas accessible to students and district employees.
2. Included in each school's student handbook on school policies.
3. Be given to each school district employee and independent contractor at the time of entering into the person's employment contract.

VI. PROFESSIONAL DEVELOPMENT AND EDUCATION

- A. **Staff** - Professional development will be offered annually to build the skills of all district employees to implement this policy. The content of such professional development shall include, but not be limited to
1. Developmentally appropriate strategies to prevent incidents of bullying and to intervene immediately and effectively to stop them in a manner that does not stigmatize the victim.
 2. Information about the complex interaction and power differential that can take place between and among an actor, target and witness to the bullying.
 3. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.
 4. Recognizing, responding to and reporting bullying.
 5. Information about the incidence and nature of cyber bullying.
 6. Information about Internet safety issues as they relate to cyber bullying.
 7. A review of the district's reporting requirements related to bullying and cyber bullying.
- B. **Student Education** - Each school shall incorporate into the school curriculum developmentally appropriate programmatic instruction to help students identify, prevent and reduce bullying and create a safe learning environment. The superintendent or designee shall determine the scope and duration of the units of instruction and topics covered but should include evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct to engage all students in creating a safe and supportive school environment. *See Attachment C for more information on student instruction.*

SCHOOL DISTRICT ACTION Attachment A – Investigation process

The Head of School/designee shall perform the investigation.

1. Investigation of a bullying incident shall be initiated within three school days of receipt of a report and be completed within 10 school days, unless the Head of School/designee grants in writing an additional five-day extension due to extenuating circumstances. The Head of School/ designee shall document the extension in the investigation report and shall notify the parties involved. The Head of School/designee will make every effort to protect the confidentiality of those who report bullying incidents and is responsible for keeping and protecting access to any written records of the investigation.
2. Prior to the investigation of an incident, the Head of School/designee will take immediate steps, at its discretion, to protect the alleged actor(s), target(s), bystander(s) or reporter pending completion of an investigation. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the complainant from additional incidents of bullying or retaliation.
3. The purpose of the investigation is to make a determination as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incident occurred.
 - Identifying the alleged actor(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it.
 - Conducting an individual interview in a private setting with the alleged actor and target. The alleged actor and target should never be interviewed together or in public. Individual interviews shall also be conducted in private with student and adult bystanders. The investigation may also consist of any other methods and documents deemed pertinent by the Head of School/designee.
 - Determining how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target’s education, including but not limited to, a negative impact on academic performance, educational opportunities and participation in school activities was affected.
 - Assessing the individual and school-wide effects of the incident relating to safety, and assigning school staff to create and implement a safety plan to prevent the recurrence of an incidence that will restore a sense of safety for the target and other students who have been impacted.
 - If the Head of School/designee determines the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities. As part of making this determination, the Head of School/designee may wish to consult with either a law enforcement officer or legal counsel. Law enforcement shall only be contacted if all other available remedies have been exhausted.
 - When appropriate, preparing a report identifying his/her recommendation for individual consequences.
 - Comprehensively documenting the details of the investigation.
 - When the investigation is complete, the Head of School/designee shall ensure the investigation report is attached to the incident report.

Attachment B – Additional information on disciplinary actions

Remedial actions may include:

For the student harmed: protect, support and intervene on behalf of the student who is the target of the prohibited conduct.

Support may include: referral to student support staff for one-to-one support or social skills training; daily check-in and check-out with a trusted adult in the school; choice to participate in a restorative process, facilitated by a trained facilitator.

For the student who violated the prohibited conduct policy: schools may use multi-tiered levels of response that are individualized, consistent, reasonable, fair, age-appropriate and should match the severity of the student’s behavior and their developmental age. The consequences must be a natural and logical match to the prohibited behavior; consequences must be paired with meaningful instruction and guidance; and must be carefully planned with well-defined outcomes.

Consequences may include: A referral to appropriate staff for teaching and re-enforcing appropriate school behavior; mini-courses or skill modules to guide restitution; a referral to participate in a restorative process facilitated by a trained facilitator if the student admits to having caused harm; a meeting between the administrator and the family of the student who did the harm; a coordinated behavior plan that may include behavior contracts with a plan to prevent the prohibited conduct from recurring; individual counseling and one-to-one support to change behavior.

Consequences may also include warning, suspension, exclusion, expulsion or transfer. Schools should avoid using punitive discipline (detention, suspensions, and expulsions) if any other method or consequence can be used with fidelity. The school may review school-wide behavior data as well as the data related to the person who did the harm and the person harmed. If the investigator determines that a violation of this policy may be the result of school climate needs, the district may conduct classroom, school-wide training.

When an investigation determines that bullying occurred, the Head of School/designee shall explain the consequences in a non-hostile manner, and shall impose any consequence immediately and consistently. The Head of School/designee shall keep communicating and working with all parties involved until the situation is resolved. Some key indicators of resolution include:

- The actor is no longer bullying and is interacting civilly with the target.
- The target reports feeling safe and is interacting civilly with the actor.
- School staff observe an increase in positive behavior and social-emotional competency in the actor and/or the target.
- School staff observe a more positive climate in the physical location where bullying incidents were high.

REMEDIAL RESPONSE AND REFERRALS

The Head of School/designee shall design and implement remedial measures to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying. The Head of School/designee shall refer students who bully to positive-behavior small-group interventions (for anger management, trauma or social skills) within the school, if possible, to reinforce the behavioral expectation they violated and increase their social-emotional competency. The Head of School/designee shall ask a school mental health professional to refer targets of bullying to individual or group therapy where they can openly express their feelings about their bullying experience, or social-skills training and/or groups where they can practice assertiveness and coping mechanisms.

Attachment C – Student Instruction

Administration is encouraged to take such actions as deemed appropriate to accomplish the following goals:

- Engage students in creating a safe and supportive school environment.
- Partner with parents and other community members to develop and implement prevention and intervention programs.
- Engage all students and adults in integrating education, intervention and other remedial responses into the school environment.
- Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct.
- Teach students to advocate for themselves and others.
- Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct.
- Foster student collaborations to create a more conducive environment for a supportive school climate.

Possible units of instruction could include:

1. Social emotional learning.
2. Appropriate behavior online/on social media and cyberbullying awareness and response.
3. Valuing diversity in school and society.
4. Advocacy skills for themselves and others.
5. Skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying.

The age-appropriate unit of instruction may be incorporated into the current courses of study regularly taught. The school shall satisfy the documentation requirements established by the Head of School or designee to ensure compliance with this curricular requirement

Attachment D: Bluffview Montessori School: Policy 507 Discipline

BLUFFVIEW MONTESSORI SCHOOL POLICY 507 DISCIPLINE

- I. PURPOSE** The purpose of this policy is to ensure that students are aware of and comply with the school's expectations for student conduct. Such compliance will enhance the school's ability to maintain discipline and ensure that there is no interference with the educational process. The 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 board of directors recognizes that individual responsibility and mutual respect are essential components of the educational process. The board of directors 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 the environment. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. The school can function effectively with positive behavioral supports and 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 the school is that a fair and equitable school-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the board of directors, with the participation of 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 the school.

I. AREAS OF RESPONSIBILITY

- A. The board of directors. The board of directors holds all school personnel responsible for the maintenance of order within the school and supports all personnel acting within the framework of this discipline policy.
- B. Head of School. The Head of School shall 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.
- C. Administrators. The school administrators are given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final board of director's approval. The administrators shall give direction and support to all school personnel performing their duties within the framework of this policy. The administrators shall consult with parents of students conducting themselves in a manner contrary to the policy. The administrators shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. Administrators, in exercising their lawful authority, may use reasonable force when it is necessary under the circumstances, as a last resort, to correct or restrain a student or prevent bodily harm or death to another. Every effort will be made to initiate the school's CPI team to assist when possible.

- D. 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, as a last resort, to correct or restrain a student or prevent bodily harm or death to another. Every effort will be made to initiate the school's CPI team to assist when possible.
- E. Other School Personnel. All 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 superintendent. A school employee or other agent of a school, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances, as a last resort, to restrain a student or prevent bodily harm or death to another. Every effort will be made to initiate the school's CPI team to assist when possible.
- F. 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.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. 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.

II. STUDENT RIGHTS

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

III. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- B. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- C. To be aware of and comply with federal, state and local laws;
- D. To conduct themselves in an appropriate physical or verbal manner; and
- E. To recognize and respect the rights of others.
- F. To respect and maintain the school's property and the property of others;
- G. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- H. To attend school daily, except when excused, and to be on time to all classes and other school functions, and remain within the school and its campus during school hours;
- I. To pursue and attempt to complete the courses of study prescribed by the state and local school

authorities;

- J. To make necessary arrangements for making up work when absent from school;
- K. To assist the school staff in maintaining a safe school for all students;
- L. 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 school policy;
- M. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language.

IV. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the 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; school-sponsored activities or trips; school bus stops; school buses, school vehicles, or any other vehicles approved for school purposes; the area of entrance or departure from school premises or events; and all school-related functions. 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 the 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 the 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 the school's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
 - 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, or look-alike substances, except as prescribed by a physician, including 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. Violation of the school's Weapons Policy;
13. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
14. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
15. 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;
16. 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;
17. 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;
18. Violation of any local, state or federal law as appropriate;
19. 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;
20. Violation of the school's Internet Acceptable Use and Safety Policy;
21. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones;
22. Violation of school bus or transportation rules or the transporting district's Student Transportation Safety Policy;
23. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
24. Violation of the school's Search of Student Lockers, Personal Possessions, and Student's Person Policy

25. Possession or distribution of slanderous, libelous or pornographic materials;
26. Violation of the school' Bullying Prohibition Policy;
27. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing that is seen as sexually or morally offensive (or considered immodest or inappropriate in the opinion of staff), hats or other head coverings that are not being worn for specific instructional, safety, religious, or medical reasons, 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 suggests or implies gang membership;
28. Criminal activity;
29. Falsification of any records, documents, notes or signatures;
30. Tampering with, changing, or altering records or documents of the school by any method including, but not limited to, computer access or other electronic means;
31. Violation of Academic Honesty Policy
32. Impertinent or disrespectful language toward teachers or other school personnel;
33. Violation of the school's Harassment and Violence Policy;
34. 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 school personnel, or other persons;
35. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
36. 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;
37. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
38. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
39. 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;
40. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
41. Other acts, as determined by the school, which are disruptive of the educational process or dangerous or detrimental to the student or other students, 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 the school or the safety or welfare of students or employees.

V. DISCIPLINARY ACTION OPTIONS

The general policy of the 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 the school. At a minimum, violation of school rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The 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 the school. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, administrators, counselor or other school personnel, and verbal warning;
- B. Confiscation by school personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school policy, rule, regulation, procedure, or state or federal law. If confiscated by the 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. Referral to community resources or outside agency services;
- J. Financial restitution;
- K. Referral to police, other law enforcement agencies, or other appropriate authorities;
- L. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- M. Out-of-school suspension under the Pupil Fair Dismissal Act;
- N. Preparation of an admission or readmission plan;
- O. Expulsion under the Pupil Fair Dismissal Act;
- P. Exclusion under the Pupil Fair Dismissal Act; and/or
- Q. Other disciplinary action as deemed appropriate by the school.

VI. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement and intervention, assigning consequences, or contacting the student's parents. 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, administrators, or other school employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

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 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 (not to exceed one hour) or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than ten (10) times in a school year, the 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.

1. When a teacher determines that the student's behavior meets district grounds for removal from class, the teacher will immediately communicate with the office concerning the problem;
2. Upon receiving the information:
 - a. Depending on the severity of the problem, the teacher may:
 - direct the student to report to the office or other designated area;
 - request a supervisor or designee to come to the class to remove the student, or
 - after securing the supervision for his or her class, escort the student to the office.
3. If removal from class exceeds one class period, parents or guardians will be notified;

4. Records of disciplinary action will be kept in the district student management system;
5. The student will be provided required class work;
6. An administrator or their designee will be responsible for the student.

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

1. In all removals from class, the student will have a conference with the teacher or an administrator prior to returning to the classroom and may have a conference with other persons if requested by the teacher;
2. Any of the disciplinary actions described in Section “VII – Disciplinary Action Options” may be applied to the situation.

E. Procedures for Notification.

1. Parents/guardians will be notified in a timely manner.

F. Students with a disability; Special Provisions.

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

- G. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. The administrator or designee will address reports of chemical abuse and make recommendations for appropriate responses to the individual reported case;
 2. The district shall raise awareness within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies;
 3. A teacher who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities shall immediately notify the school's administration.
- H. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
- a. Administrators will determine appropriate action based on specific violations.
 - b. 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.
 - c. Disciplinary action taken may include:
 - i. student warning
 - ii. conference with teacher, counselor, administrators, and/or parent
 - iii. removal from class
 - iv. after-school detention
 - v. loss of school privileges
 - vi. modified school programs in accordance with due process
 - vii. referral to school specialists, community agencies, or law enforcement authorities
 - viii. dismissal, suspension, exclusion, or expulsion
- I. Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
- a. The district is committed to fostering family/school partnerships.
 - b. 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.
 - c. When behavior is deemed inappropriate, school personnel will make a reasonable attempt to notify parents in a timely manner.
- J. Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.
- a. Each school provides a system of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive

school environments.

- b. Services available for early detection of behavioral problems may include:
 - i. The Child Study Team
 - ii. Counseling Support Services;
 - iii. School Psychologist;
 - iv. Special Education Personnel; and
 - v. Social Work and Mental Health Case Workers.

VII. DISMISSAL

