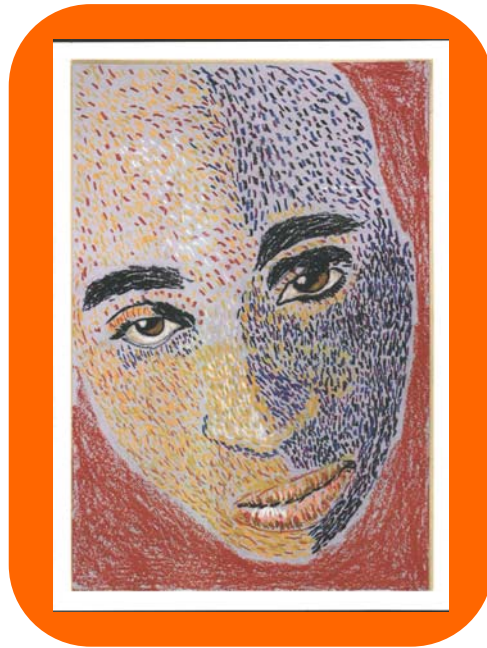


# Student Handbook

## 2010-2011

**Intermediate District 287**

RESPONSIVE. INNOVATIVE. SOLUTIONS.



*Artwork by a Student at Bren Road Education Center*

Revised 8/27/10

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## MESSAGE FROM THE SUPERINTENDENT

Intermediate District 287 has developed this Student Handbook to supply you with basic information about the District. It outlines student related District policies and procedures, as well as the general requirements and responsibilities of students and their parents or guardians.

You have joined a District that is committed to maintaining its status as a widely recognized leader in the field of education. You will be involved with a team of professionals who, through diligence and sacrifice, have brought us to this high standard of excellence. We stress the importance of our professional learning community and strongly encourage each of our students to become an integral part of this rewarding and worthwhile learning environment.

I ask that you assist us in our collaborative efforts as we work to ensure a safe and secure environment. It will be through your good efforts that this can continue to happen. In return, I can say with confidence that you will be afforded an educational experience that is both challenging and rewarding. We welcome you with pride to the Intermediate District 287.

Sincerely,

Sandra Lewandowski  
Superintendent

## INTRODUCTION

This Student Handbook serves two purposes: as an overview for your orientation and as a general reference during your time with the District.

The information contained in this Handbook is subject to revision based on statutory or Board changes. Your education will be regulated by federal and state laws and District policies and procedures.

This Handbook has been designed to make it possible to prepare additions and revisions to be distributed periodically as may be necessary or desirable. It is to be used for informational purposes and guidance. It is not intended to be a definitive source of information.

## I. DISTRICT OVERVIEW

### Our Mission

The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

### Core Values

- ◆ All people have intrinsic value.
- ◆ All people have the capacity to contribute to society.
- ◆ When people with varying perspectives collaborate, the impossible becomes possible.
- ◆ Learning unlocks human potential.
- ◆ Integrity is essential for sustaining effective relationships.
- ◆ Respect for all people and the diversity of ideas enriches the individual and strengthens society.
- ◆ Responsiveness and innovation are key to thriving in a changing world.
- ◆ People perform best when they are engaged, connected and supported.

### Philosophy

The District has developed a unique partnership with its thirteen member districts. Our philosophy is that each student should be given the opportunity to develop the necessary educational, vocational, and behavioral skills to function in society. Students should be taught to be responsible for their behavior. Successful experiences contribute to a positive self concept, self-esteem, and care for the welfare of others. A supportive home environment contributes to a student's progress. Parents and guardians are important to student development, and their active involvement is encouraged.

## **Diversity**

The District is committed to fostering and embracing diversity at all levels of the organization. We recognize that each student brings his or her own unique capabilities, experiences and characteristics. We believe in treating each person with respect and dignity. We strive to create and encourage a supportive and understanding environment in which all individuals realize their maximum potential, regardless of their differences. We recognize the importance of reflecting the diversity of our students and the communities we serve. Our diversity encompasses differences in ethnicity, gender, language, age, sexual orientation, religion, socio-economic status, physical and mental ability, thinking styles, experience, and education. We believe that the wide array of perspectives that results from such diversity promotes a more responsive and creative professional learning community. We recognize that racism, ageism, sexism and other forms of discrimination are problems both for our organization and society as a whole. We are committed to tackling cultural stereotypes both within and outside our organization. We have clear reporting procedures for any type of discrimination or harassment combined with follow-up procedures to prevent future incidents. We will continue to combat discrimination in the wider community through partnerships with member districts and community based groups.

## **Equal Opportunity Education**

The District shall not discriminate on the basis of race; color; religion; creed; age; sex; disability; criminal record; sexual orientation; gender identity/expression; marital status; national origin; and status with regard to public assistance in its admission, treatment, discipline, or access to its programs and activities.

## **Students with Disabilities**

The District prohibits discrimination against students with disabilities in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA) and Section 504 of the Rehabilitation Act. These federal laws require that recipients of federal funds make their programs and activities accessible to all individuals.

## **Parental Involvement**

A supportive home environment contributes to a student's educational and learning progress. It is critical to the student's learning process that their parents or guardians become involved. Parental involvement with the District begins during the admissions process. Parents and guardians should always feel free to contact program staff to set up meetings and to review their child's progress.

## **Maintaining a Supportive Professional Learning Community**

The District believes that students are its first priority. We strive to maintain a learning environment that is free from threats or the harmful influence of any person(s) or group(s) that exhibits or promotes violence or disruptive behaviors. The District will make a good faith effort to promote healthy human relationships and foster a learning environment that is physically and psychologically safe. These efforts will help to ensure a supportive professional learning community.

## II. GENERAL INFORMATION FOR PARENTS, GUARDIANS, AND STUDENTS

### District and Program Calendar

The District Calendar is updated each school year. It includes important dates throughout the year. Individual program calendars may vary and will be provided to you at the beginning of the school year.

### District Transportation Information

Transportation for students attending District programs is provided by the student's home school district. Below, we have provided a list of contacts for transportation services. If you are from a district not listed below, please contact the transportation office from your district of residence.

#### District Transportation Contact Information

|                 |                     |                |  |
|-----------------|---------------------|----------------|--|
| Bloomington     | 952.681.6300        | Orono          | 952.475.0038<br>(First Student Transportation) |
| Brooklyn Center | 763.561.2120 (1201) | Osseo          | 763.391.7047                                   |
| Eden Prairie    | 952.975.7500        | Richfield      | 612.798.6066                                   |
| Edina           | 952.848.4979        | Robbinsdale    | 763.504.8107 or<br>763.504.8108                |
| Hopkins         | 952.988.4115        | St. Louis Park | 952.591.1538                                   |
| Minnetonka      | 952.401.5023        | Wayzata        | 763.745.5195                                   |
| Minneapolis     | 612.668.2300        | Westonka       | 952.491.8282                                   |

### Transportation of Students

The safe transportation of students is a high priority for Intermediate district 287. To ensure that students are transported safely and securely, our transportation department trains our staff to follow district policies and state laws to determine their individual fitness for the job. Therefore, parents, guardians or any individual not employed with the district are not allowed to board a bus or school van.

### Student Conduct on Buses/Vans

The School bus is an extension of the classroom. Students are required to conduct themselves in an appropriate and respectful manner at all times. The driver is responsible for management of appropriate student conduct on the school bus, shuttle bus, or district van. The bus driver or district employee will report any misconduct in writing to the Principal, Supervisor, or Program Facilitator. Students are expected to:

- A. Treat people and property with respect.
- B. Take a seat promptly and remain seated while on the bus or van.
- C. Always wear a seatbelt at all times while on bus or van. Wearing the shoulder belt if available.
- D. Children twelve years of age and younger must always sit in the back seat of all district vans.
- E. Refrain from eating or drinking on bus or van.
- F. Avoid excessive noise.
- G. Refrain from throwing objects.
- H. Not tamper with safety of bus equipment.
- I. Follow instructions of the driver.
- J. Keep all objects and body parts inside the bus.

### School Closings and Emergencies

When the District or a building is closed or is subject to a delayed start due to inclement weather, an announcement shall be made on WCCO TV and radio (830 on the AM dial). Announcements will also be provided to parents and students through Connect-ED®. More specific information about school closings and emergencies may be obtained from your Program Facilitator.

### Immunizations

Required immunizations include:

- ◆ Kindergarten: five diphtheria, tetanus, pertussis (DTaP/Td/Tdap) shots, the fifth is not needed if the fourth shot was after age 4; four polio shots (fourth not needed if the third shot was after age 4); two measles, mumps, rubella (MMR) shots; three Hepatitis B shots; and two Varicella\* (chickenpox) shots.
- ◆ Age 7 through sixth grade: at least three DTaP/Td/Tdap and polio shots, and one MMR.

- ◆ Seventh through twelfth grade: at least three DTaP/Td/Tdap plus one more shot at age 11-12 years; at least three polio shots and two MMR. Seventh graders must also have three Hepatitis B immunizations and two Varicella\* (chickenpox) shots.
  - \*Varicella shots are not required if the child has already had chickenpox.
  - \*Parent/Guardian must provide documentation from Doctor to be legally exempt from varicella shots

Records kept by parents or guardians, school districts, or physicians are acceptable, provided they include the specific date of each immunization.

### **School Nurse Services**

The licensed school nurse plans, implements, and directs a program of school health services for the District while seeking to maintain, improve and promote the health of students. If students become ill, injured, or are in need of first aid, they should proceed to the nurse's office. A decision will then be made to keep the student in school, send the student home, or recommend that the student seek medical attention from a doctor. In case of an emergency, 911 will be called for the appropriate services.

### **Medication**

Medication shall only be dispensed by District staff who are licensed health professionals or who have received training to dispense medication.

### **Personal Items**

Students and parents are discouraged from bringing valuable personal items (including money) onto District property. The District cannot be responsible for personal items which are lost, broken, or stolen.

### **Visitors**

Visitors are defined as any persons other than current students, staff, or District personnel. All visitors must press the call button at the front entrance and/or report to the building's main office or reception area before going anywhere in the building. Visitors must wear an identification badge during their visit. Students who wish to bring a visitor (other than a parent or guardian) must receive prior approval from the Program Facilitator at least one day before the visit. Visitors who do not have approval from the Program Facilitator shall be required to leave the building, grounds, or other property of the District. Failure or refusal to leave upon request of the Administrator or Program Facilitator shall be considered trespassing and may lead to intervention by law enforcement authorities.

### **Pledge of Allegiance**

For the 2010–2011 school year, students shall not be required to recite the Pledge of Allegiance.

### **Data Privacy**

- ◆ The District, in compliance with federal and state laws, protects the privacy of student records.
- ◆ Subject to limitations imposed by law, students and their parents or guardians may request to inspect, review and/or amend the education records of the student.
- ◆ Periodically, the District gathers information from students and their parents or guardians.
- ◆ The information is used to determine grades, progress, the need for different or additional services and for educational evaluations and programming.
- ◆ The information gathered is shared with staff members within the District and its member districts, as well as other individuals who have a legitimate educational interest in those records.
- ◆ The District has a practice of forwarding all educational records related to a student to the district in which the student seeks to enroll or to which the student transfers.

### **Directory Information**

The following information has been designated as "directory information" and is available to the general public: student name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, participation in officially recognized activities and sports, degrees, honors, and awards received, the most recent previous educational agency or institution attended, and Student ID number, user ID, or other unique personal identifier (excluding Social Security numbers). To prevent the release of any or all of this information, students and parents or guardians should contact the Program Facilitator within two weeks of the student's enrollment date or August 31 of each subsequent year of enrollment.

**Military Recruitment Information**

Consistent with state law, the District shall release to military recruiting officers the names, addresses, and home telephone numbers of students in grades 11 and 12 within 60 days after the date of the request, except where parents or students object to this release of information. To prevent the release of any or all of this information, students and parents or guardians should contact the Program Facilitator within two weeks of the student's enrollment date or by the August 31 immediately before the start of the student's 11th or 12th grade year. Data released to military recruiting officers may only be used for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and shall not be further disseminated to any other person except personnel of the recruiting services of the armed forces.

**Background Check Policy**

Consistent with Minnesota Statute 123B.03, the District shall request a criminal history background check on all individuals who are offered employment and other individuals who provide services to the school district, e.g., student teachers, volunteers, consultants.

### III. DISTRICT POLICIES AND PROCEDURES

Students enrolled in Intermediate District 287 programs are required to know and comply with all District policies and procedures. The District's policies are available on the Intermediate District 287 website: [www.district287.org](http://www.district287.org). The following policies are referenced and/or included in the Student Handbook:

- ◆ Harassment and Violence (VP140) (See Appendix A)
- ◆ Student Records (5125)
- ◆ Violence Prevention (VP100)
- ◆ Technology Acceptable Use and Safety (4118)
- ◆ Bullying (VP120) (See Appendix B)
- ◆ Weapons (VP180) (See Appendix C)
- ◆ Smoking and Tobacco Use (4115.8)
- ◆ Hazing (VP160) (See Appendix D)
- ◆ Student Conduct and Discipline (SRR140) (See Appendix E)
- ◆ Wellness (4120)
- ◆ Attendance

#### **Attendance**

Under Minnesota Law, children must attend school from the time they are enrolled until they are age 18, unless they are legally withdrawn from school at age 16 or 17. A parent or guardian must compel the attendance of a child pursuant to Minnesota Stat. §120A.22. Unexcused absences may reduce a student's grades, make the student ineligible to engage in extracurricular activities and may result in disciplinary action.

Students, who leave the building early with permission from their parent/guardian, must check out in the front office of their school.

Students who leave the building without permission shall be considered truant under District guidelines. The District shall call the: member district representative; parent(s) or guardian(s); and law enforcement official(s) as appropriate. All instances of truancy shall be reported to the appropriate authorities.

#### **Student Conduct and Discipline**

Students are expected to:

- a. Conduct themselves in an appropriate and respectful manner at all times
- b. Comply with all federal and state laws, District rules, policies, and procedures
- c. Follow all official notices and other instructions
- d. Attend their program on a regular and consistent basis
- e. Be respectful and courteous of others
- f. Appropriately use all District property and equipment
- g. Cooperate fully and truthfully in any inquiry or investigation conducted by the District and any law enforcement or regulatory agency
- h. Report immediately to District staff any threat, act of intimidation, harassment, physical or verbal abuse or assault
- i. Comply with the state and federal laws and District policy on weapons
- j. Adhere to the student dress code

The following behaviors are strictly prohibited:

- a. Harming others
- b. Terrorizing others with threats or acts of violence

- c. Bullying
- d. Academic dishonesty, including cheating, plagiarism, and forging, altering, or misusing District grading documents or records
- e. Defacing or destroying school property, equipment, or the personal property of others
- f. Stealing or taking school property or the personal property of others
- g. Entering unauthorized areas of the school building
- h. Using tobacco, in any form, on school premises or at school-sponsored activities
- i. Bringing any device or weapon to school which is known to be dangerous to one's self or others or using any device found at school or on school property in a manner which may be dangerous or threatening to others (example: scissors used as a weapon)
- j. Failing to report to your assigned classroom when you arrive, or to leave the facility when classes have finished
- k. Leaving school or a school event without permission
- l. Using, possessing, selling or distributing illegal drugs or alcohol on school property or at a school-sponsored event
- m. Using electronic devices in class without teacher's consent.
- n. Failing to accept and carry out the reasonable instructions given by a person in authority
- o. Inappropriate dress, including but not limited to T-shirts depicting the use of illegal drugs, advertising tobacco products or alcohol, using profane language or symbols, and other attire which is unsafe or disruptive to the educational environment
- p. Using school telephones and other electronic devices without permission
- q. Hazing
- r. Gambling
- s. Truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission
- t. Possession, use, sale or distribution of fireworks
- u. Profane or obscene language, or the possession of obscene materials or material which is a violation of the District's Harassment and Violence Policy
- v. Disobedience or insubordination to teachers or other District personnel

This list is not exhaustive. The District reserves the right to discipline students for any conduct which materially and substantially disrupts the rights of others to an education or which endangers the pupil, other pupils or individuals, or the property of the school or others.

Discipline may be imposed for any of the infractions listed above. The consequences for offenses include a broad range of disciplinary actions, such as removal from class or activity; referral to the building administrator; confiscation of contraband; loss of credit for a project, assignment or test; detention; suspension; referral to law enforcement authorities; and expulsion/exclusion.

Nothing in this section shall be construed as limiting the discretion of the administrator to take disciplinary action based on the totality of the circumstances, including the student's overall discipline history, or as precluding the use of any combination of appropriate disciplinary actions.

In those cases in which discipline is appropriate and necessary, students with disabilities will be disciplined in keeping with special education laws and regulations and pursuant to their individualized education plans (IEPs).

## **Harassment and Violence**

The District strives to maintain learning and working environments that are free from harassment and violence. It is a violation of the District's Harassment and Violence Policy to harass another person through conduct or communication(s) of a sexual nature or regarding race, religion, gender, sexual or affectional orientation, physical or mental disability, or national origin as defined by the Policy. For example, unwelcome behavior could include leering, comments about people's attire or references to people's body parts/shape. Students shall refrain from conduct or communication of a sexual nature or regarding religion and race as defined in the District's Harassment and Violence Policy. Any student who inflicts, threatens to inflict, or attempts to inflict religious, racial, or sexual violence upon any individual shall be in violation of this Policy. It is also a violation of District policy to send harassing emails or instant messages, and to send or post harmful or obscene text or images using cell phones, the Internet, or any other communications device, means, or method.

## **Weapons**

Students who possess, use or distribute a weapon when in a District location in violation of District policy shall be subject to discipline and any other appropriate action. Pursuant to Minnesota law, the District will inform the criminal justice or juvenile delinquency system in cases involving the unlawful possession of firearms.

## **Hazing**

The District is committed to maintaining a safe learning environment for students and staff that is free from hazing. Hazing activities are prohibited at all times as they are inconsistent with the educational goals of the District.

## **Bullying**

The District is committed to providing a learning environment where students are free from bullying. Bullying is expressly prohibited on District property and at District-related functions as those terms are defined in the Policy.

## **Use of Technology**

Technology plays an integral part in the programs and services offered to students at Intermediate District 287. The District believes that technological literacy is important and has developed innovative approaches to incorporating technology into the educational environment. Teachers are encouraged to use technology as a tool for instruction.

The use of District technology and the Internet is a privilege and not to be abused. It is for educational purposes only. Misuse, intentionally damaging hardware or software or other inappropriate activities, shall result in disciplinary action ranging from denial of privileges to referral to law enforcement agencies for criminal prosecution.

Individual program sites may have supplemental procedures that are available from the Program Facilitator.

## **Social Media**

The District's social media guidelines encourage students and employees to participate in social computing and strive to create an atmosphere of trust and individual accountability, while acknowledging that the information produced is a reflection on the District and is subject to its Technology Acceptable Use Policy. By accessing, creating or contributing to any blogs, wikis, podcasts or other social media for classroom or District use, you agree to abide by these guidelines. Social media guidelines are available on the district's website. For further information, contact your program or building administrator.

## **Tobacco-Free Environment**

The District is a smoke-free environment. Therefore, smoking is not permitted in any District building, whether owned, rented, or leased, or any vehicle that the District owns, leases, rents, contracts for, or controls. This prohibition includes all District property and all off-campus events sponsored by the District.

## **Drug-Free Environment**

The use, possession, sale or distribution of illegal drugs and/or alcohol on District property, on buses, or during District events is prohibited.

Students found to be in violation of this Policy shall be subject to (one or more of) the following interventions: The student may be picked up by his/her parent/guardian and taken home; if this cannot be arranged, the legal authorities will be contacted; the student will be transported to the nearest location that would be appropriate for the student's current condition; and a conference with the parent or guardian will be held in person at the District or by telephone. In order to ensure the personal safety of the student and others, the student will be suspended.

The appropriate legal authorities will be notified if the student has a controlled substance in his/her possession. The student's home district will be notified of any violation. The parent or guardian will be required to attend all reentry meetings.

**Wellness**

The District is committed to ensuring educational environments that promote and protect student and the staff health, well-being, and the ability to learn by supporting healthy eating and physical activity.

Individuals with questions or issues relative to air quality or other environmental conditions should contact the Facilities Administrator for guidance.

## IV. STUDENT BEHAVIOR AND EXPECTATIONS

### Dress Code/Gang-Related Apparel

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

- ◆ Clothing appropriate for the weather.
- ◆ Clothing that does not create a health or safety hazard.
- ◆ Clothing appropriate for the activity (i.e., physical education or the classroom).

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

- ◆ "Short shorts," revealing tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- ◆ Clothing bearing a message that is lewd, vulgar, or obscene.
- ◆ Apparel promoting products or activities that are illegal for use by minors.
- ◆ Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in the **Harassment and Violence Policy**.
- ◆ Any apparel or footwear that would damage District property.

Hats are not allowed in District buildings except with the approval of the Program Facilitator (i.e., student undergoing chemotherapy; medical situations).

It is not the District's intent to violate the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane and/or do not advocate violence or harassment against others.

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or District activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

### Student Aggression

The District does not condone or permit the use of physical or verbal aggression. The District is committed to providing a safe environment for students and staff. Physical aggression is defined as any behavior that:

- (1) causes, attempts to cause, or threatens to cause physical injury to another person; or
- (2) causes or attempts to cause damage to District property or the property of others.

### Student Search

If there is reasonable suspicion to believe that a law or District policy has been violated, a student may be asked to empty his/her pockets, purse, backpack, etc, so that his or her personal possessions may be searched. This precaution is designed to help ensure a safe and healthy environment that is conducive to learning.

### Lockers

Lockers are provided for the convenience of students. At no time does the District relinquish its exclusive control of lockers. Inspection of the interior of lockers may be conducted by District authorities for any reason and at any time without notice, without student consent, and without a search warrant. The personal possessions of students within a District locker may be searched only when District authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or District rules. As soon as is practicable after the search of a student's personal possessions, District authorities will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or District officials.

### Pupil Fair Dismissal Act

The rights of all students are guaranteed under the Pupil Fair Dismissal Act of 1974. Procedures, as provided in the Act, shall be followed. When a student is faced with a dismissal proceeding, which may result in suspension, expulsion, or exclusion, the District shall afford the safeguards of due process and/or equal protection under the law as applicable.

## APPENDIX A HARASSMENT AND VIOLENCE POLICY

### I. Purpose

The purpose of this policy is to assist the District in maintaining learning and working environments that are free from harassment and violence.

### II. General Statement of Policy

- A. The District prohibits any form of religious, racial or sexual harassment and violence or harassment based upon gender, sexual orientation, physical or mental disabilities, or national origin.
- B. It shall be a violation of this policy for any student, teacher, administrator or other employee of the District to harass a student, teacher, administrator or other District personnel through conduct or communication(s) of a sexual nature or regarding religion, race, gender, sexual orientation, physical or mental disabilities, or national origin as defined by this policy. (For purposes of this policy, District personnel include Board members, District employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)
- C. It shall be a violation of this policy for any student, teacher, administrator or other District personnel to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon any student, teacher, administrator or other District personnel.
- D. The District will discipline or take appropriate action against any student, teacher, administrator or other District personnel who is found to have violated this policy.

### III. Definitions

#### A. Sexual Harassment

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

#### B. Racial Harassment

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence

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

Sexual violence may include, but is not limited to:

1. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence

Racial violence is a physical act of aggression or assault upon another because of, or in a manner related to, race.

F. Religious Violence

Religious violence is a physical act of aggression or assault upon another because of, or in a manner related to, religion.

G. Assault

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

H. Gender, Sexual Orientation, Physical or Mental Disabilities, or National Origin Harassment

Gender, sexual orientation, physical or mental disability or national origin harassment shall mean any conduct, comment or communication within the educational or work place environment which is reasonably related to an individual or a group of individuals or a class of individuals based on their gender, sexual orientation, physical or mental disabilities, or national origin, when:

1. The conduct has the purpose or effect of creating an intimidating, hostile or offensive work place or educational environment; or

2. The conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work place or educational performance; or
3. The conduct otherwise adversely affects an individual's employment or academic opportunities.

#### **IV. Reporting**

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence or harassment based upon gender, sexual orientation, physical or mental disabilities, or national origin by a pupil, teacher, administrator or other District personnel, or any person with knowledge or belief of the above conduct toward a pupil, teacher, administrator or other District personnel should report the alleged acts immediately to an appropriate District official designated by this policy.
- B. The District encourages the reporting party or complainant to use the report form available from the program administrator of each building or available from the District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the District human rights officer or to the Superintendent.
- C. The Board hereby designates the human resources director as the District's human rights officer.
- D. The human rights officer is to receive reports or complaints of sexual, religious, or racial harassment or violence. If the complaint involves the human rights officer, the complaint shall be filed directly with the Superintendent.
- E. The name, address, and phone number of the District human rights officer will be conspicuously posted in each building
- F. At the District level, the department head is the responsible authority for receiving reports of sexual, religious, or racial harassment or violence. Upon receiving any such report, the program administrator must notify the District human rights officer immediately, in a period of time not to exceed seventy-two hours. The report must be forwarded without screening or investigation.
- G. The program administrator is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any District employee who receives a report of religious, racial or sexual harassment or violence shall inform the program administrator immediately.
- H. Upon receipt of a report, the program administrator must notify the District human rights officer immediately, without screening or investigating the report. The administrator may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the administrator to the human rights officer. If the report was given verbally, the administrator shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the administrator. If the complaint involves the program administrator, the complaint shall be made or filed directly with the Superintendent or the District human rights officer by the reporting party or complainant.
- I. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- J. Use of formal reporting forms is not mandatory.
- K. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

## **V. Discipline**

- A. The District will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the District who is found to have violated this policy.
- B. Such disciplinary action may include, but is not limited to,
  - 1. Warning
  - 2. Suspension
  - 3. Exclusion
  - 4. Expulsion
  - 5. Transfer
  - 6. Remediation
  - 7. Termination or
  - 8. Discharge

## **APPENDIX B BULLYING POLICY**

### **I. Purpose**

The purpose of this policy is to assist the District in its goal of preventing and responding to acts of bullying, intimidation, violence and other similar disruptive behavior.

### **II. General Statement of Policy**

An act of bullying, by any individual or group, is expressly prohibited on District property and at District-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

- A. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the District or the safety or welfare of the student, other students, or employees.
- B. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the District by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off District property and/or with or without the use of District resources.
- C. No teacher, administrator, volunteer, contractor, or other employee of the District shall permit, condone or tolerate bullying.
- D. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- E. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. Retaliation includes, but is not limited to, any form of intimidation, harassment and intentional disparate treatment.
- F. False accusations or reports of bullying are prohibited.
- G. A student, teacher, administrator, other District employee, contractor, volunteer or bus driver who engages in an act of bullying, reprisal, false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with the District's policies and procedures.
- H. Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.

### **III. Definitions**

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

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance.  
Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
  - 1. harming a student;
  - 2. damaging a student's property;
  - 3. placing a student in reasonable fear of harm to his or her person or property;
  - 4. creating a hostile educational environment for a student; or
  - 5. subjecting a student to ridicule, embarrassment, or social isolation.
- B. "On District property or at District-related functions" means all District buildings, grounds, and property or property immediately adjacent to District grounds, District bus stops, buses, vehicles, contracted vehicles, or any other vehicles approved for District purposes, the area of entrance to or departure from District

grounds, premises, or events, and all District-related functions, District-sponsored activities, events, or trips. District property also may mean a student's walking route to or from school for purposes of attending District programs or District-related functions, activities, or events. While prohibiting bullying at these locations and events, the District does not represent that it will provide supervision and/or assume liability at these locations and events.

#### **IV. Discipline**

- A. The District will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the District who is found to have violated this policy.
- B. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. Such disciplinary action may include, but is not limited to,
  - 1. Warning
  - 2. Suspension
  - 3. Exclusion
  - 4. Expulsion
  - 5. Transfer
  - 6. Remediation
  - 7. Termination or
  - 8. Discharge.
- C. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with District's policies and procedures. The factors the District may take into account when determining appropriate discipline include, but are not limited to:
  - 1. The developmental and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

## **APPENDIX C WEAPONS POLICY**

### **I. Purpose**

The purpose of this policy is to promote a safe school environment for students, staff and the public. In some cases, maintaining a safe environment means banning certain items completely. In other cases, it may mean restricting the use or possession of various objects, or requiring advance notice to, and approval by, the administration.

While the District takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

### **II. General Statement of Policy**

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a District location except as provided in this policy. The District will act to enforce this policy and to discipline or take other appropriate action against any student, teacher, administrator, other District employee, contractor, volunteer, bus driver or member of the public who violates this policy. In cases in which the District operates programs on leased properties that have more restrictive weapons policies, the District will abide by those policies.

### **III. Definitions**

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

- A. “Weapon” means any object, device or instrument designed as a weapon or otherwise capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
- B. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- C. No person shall use articles designed for other purposes (e.g., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- D. “District location” includes any District building or grounds, whether leased, rented, owned or controlled by the District, District bus stops, busses or vehicles, District-contracted vehicles, the area of entrance or departure from District premises or events, and locations of District-related functions, District-sponsored activities, events or trips.
- E. “Immediately” means as soon as possible.
- F. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a District location.

### **IV. Student Reporting**

Students who see or become aware of a weapon at a District location must not touch it. Students must not remain in the presence of a person or group if a weapon is present. Students must notify a District employee about the weapon immediately for the safety of all concerned. Students not following these directives will be subject to disciplinary or other appropriate action.

### **V. Exceptions**

A student who finds a weapon on the way to a District location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the building principal/supervisor shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the building principal/supervisor, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

- A. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
  - 1. active licensed peace officers;
  - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  - 3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  - 4. persons who keep or store pistols in a motor vehicle in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
  - 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on District property;
  - 6. possession of certain dangerous weapons or replica firearms by a ceremonial color guard;
  - 7. a gun or knife show held on District property;
  - 8. possession of dangerous weapons or replica firearms with written permission of the superintendent or his or her designee; or
  - 9. persons who are on unimproved property owned or leased by the District unless the person knows that a student is currently present on the land for a District-related activity.
- B. Although tear gas compounds and other disabling compounds are considered potential weapons under this policy, parents/guardians of a student may make special arrangements with the building principal/supervisor if a student has a reasonable belief that he or she needs Mace or any other disabling compound for defensive purposes outside the District setting. In such cases, arrangements shall be made in advance for the student to check the disabling compound into a District office immediately upon arriving at a District location.
- C. The District may not prohibit the lawful carry or possession of firearms in a District parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a District parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

## **VI. Consequences**

- A. The District takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. The consequences for students possessing, using or distributing weapons shall include, but are not limited to:
  - 1. immediate out-of-school suspension;
  - 2. confiscation of the weapon;
  - 3. immediate notification of police;
  - 4. parent or guardian notification; and
  - 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- C. Pursuant to Minnesota law, in all cases in which a student brings a firearm to school unlawfully, the District shall inform the criminal justice or juvenile delinquency system.

## **APPENDIX D HAZING POLICY**

### **I. Purpose**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing.

### **II. General Statement of Policy**

- A. Hazing activities of any type are inconsistent with the educational goals of the District. Hazing is expressly prohibited on or off District property and during and after District hours. Hazing often occurs off school grounds, after school hours, and on non-school days. Students are advised that hazing is prohibited whenever and wherever it occurs.
- B. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- C. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- D. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

### **III. Definitions**

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

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school

events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. Reporting Procedures**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal/supervisor is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.
- D. Upon receipt of a complaint or report of hazing, the school district shall take appropriate action, which may include undertaking or authorizing an investigation by school district officials or a third party designated by the school district.

#### **V. Discipline**

- A. The District will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the District who is found to have violated this policy.
- B. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior, and conform to state law.
- C. Such disciplinary action may include, but is not limited to,
  - 1. Warning
  - 2. Suspension
  - 3. Exclusion
  - 4. Expulsion
  - 5. Transfer
  - 6. Remediation
  - 7. Termination
  - 8. Discharge

## APPENDIX E

### STUDENT CONDUCT AND DISCIPLINE POLICY

#### I. Purpose

The purpose of this policy is to articulate the Board's general expectations for student behavior and the consequences for violation of District policies and procedures.

The Student Handbook and other Board policies governing student rights and responsibilities provide further and more-detailed information concerning student conduct, discipline, and obligations.

#### II. General Statement of Policy

Individual responsibility and mutual respect are essential components of an environment conducive to learning. District students are required to conduct themselves in a manner that does not interfere with the rights and privileges of others. Furthermore, students are expected to make a positive contribution to their school community through cooperative and constructive interactions with others.

By adopting a student code of conduct, the Board seeks to promote self-control, responsibility and accountability for one's own actions, and respect for law, authority, property, and the rights of others. The Board also seeks to encourage behavior that advances and encourages good citizenship and ensures an environment conducive to learning.

#### III. Student Conduct and Discipline

##### A. Students shall:

1. Conduct themselves in an appropriate, respectful, and courteous manner at all times.
2. Familiarize themselves with the Student Handbook and all District policies and procedures governing student rights, obligations, and responsibilities and act accordingly.
3. Follow all official notices and directives and comply with reasonable instructions given by an authority.
4. Attend their program on a regular and consistent basis.
5. Appropriately use all District property and equipment.
6. Cooperate fully and truthfully in any inquiry or investigation conducted by the District.
7. Immediately report to District staff any threat, harassment, hazing, bullying, act of intimidation or retaliation, and physical or verbal abuse or assault.

##### B. Students shall not:

1. Cause, attempt to cause, or threaten to cause physical or psychological harm or injury to another person.
2. Harass, bully, haze, threaten or otherwise unlawfully intimidate or discriminate against other students or staff.
3. Possess, use, or distribute firearms, knives, explosives, or other dangerous objects or weapons.
4. Possess, use, distribute, sell or attempt to sell, or be under the influence of any narcotic, hallucinogenic, marijuana, amphetamine, barbiturate, alcohol, or other illegal drug or intoxicant.
5. Violate state or federal laws or rules, or District policies or procedures.
6. Engage in behavior which is dangerous or detrimental to the health, safety, or welfare of other students or staff.
7. Cause or attempt to cause damage to or destruction of District or private property or steal or attempt to steal such property.

##### C. Student Discipline

The administration may discipline any student, up to and including suspension and/or recommendation for expulsion, who violates one or more of the standards of conduct listed above. The appropriate discipline for students who have violated District policies will be determined in accordance with applicable law.

## Student Handbook Agreement

I, the undersigned, acknowledge that I have received, read, and understand the contents of the Intermediate District 287 Student Handbook, and agree to comply with all of its provisions.

I further understand and acknowledge that I am expected to know and comply with all District policies and procedures, not just those that are specifically referenced and/or included in the Student Handbook.

I am aware that the District's policies and procedures are available on the website at [www.district287.org](http://www.district287.org) and from the Program Facilitator.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Guardian Name (print): \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I certify that the above-named student received a copy of the Student Handbook.

Supervising Teacher Name (Print): \_\_\_\_\_

Supervising Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student handbook signoff: 2010-11