

**\*\*\*ATTENTION\*\*\***

**SHAKOPEE SCHOOL DISTRICT 720  
POLICIES**

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**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE**

1. Everyone at District 720 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
  - a. name calling, jokes or rumors;
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action make you feel uncomfortable or fearful, you need to tell any teacher, counselor, principal or Human Rights Officer.
4. You may also make a written report. It should be given to any teacher, counselor, principal or a School District Human Rights Officer(s).
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the District Office upon request.

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT  
AND VIOLENCE ARE AGAINST THE LAW.**

**DISCRIMINATION IS AGAINST THE LAW.**

**CONTACT: Human Resources Director**

**Human Rights Officers  
1200 Shakopee Town Square  
Shakopee, MN 55379  
Phone: 952-496-5062**

## **417 CHEMICAL USE AND ABUSE**

### **I. PURPOSE**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to help prevent chemical use and abuse.

### **II. GENERAL STATEMENT OF POLICY**

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. It is the policy of this school district to provide an instructional program in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The school district shall establish and maintain chemical use and abuse prevention, education and intervention procedures.

### **III. IMPLEMENTATION**

- A. The district shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
  - 1. the dangers and health risks of chemical abuse in the workplace/school.
  - 2. the school district's drug-free workplace/drug-free school policy.
  - 3. any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.

## **418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

### **III. DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### **IV. EXCEPTIONS**

- A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance.
- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statute.

#### **V. PROCEDURES**

- A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe.

#### **VI. ENFORCEMENT**

##### **A. Students**

A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy.

##### **B. Employees**

1. An employee who violates the terms of this policy will be subject to disciplinary action, including nonrenewal, suspension, termination, or discharge.
2. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program.

##### **C. The Public**

A member of the public who violates this policy shall be informed of the policy and asked to leave.

## **419 TOBACCO-FREE ENVIRONMENT**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

- A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district or person to use tobacco or tobacco-related devices in a public school. All Shakopee School District facilities, grounds and vehicles shall be tobacco free.
- B. It shall be a violation of this policy for any elementary school, middle school, or secondary school student to possess any type of tobacco or tobacco-related device in a public school or on school district property.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

### **IV. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel.
- E. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and is a petty misdemeanor.

### **V. DISSEMINATION OF POLICY**

This policy shall appear in the student and staff handbook.

## **Internet and Network Acceptable Use Policy**

Policy #524: Electronic information research skill are now fundamental to preparation of citizens and future employees. Access t the school district's computer, data, network systems and the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The Shakopee Schools District expects that all users will blend thoughtful use of the systems and the Internet.

### LIMITED EDUCATIONAL PURPOSE

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

- A. Users will not use the schools district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - i. Pornographic, obscene or sexually explicit material.
  - ii. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
  - iii. Materials that unreasonable use language or images that are inappropriate in the educational setting or disruptive to the educational process and will not post.
  - iv. Information or materials that could cause damage or danger of disruption.
  - v. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- B. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- C. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statue or law.
- D. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system's security system, and will not sue the school district system in such a way as to disrupt the use of the system by other users.
- E. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- F. Users will not use the school district system to post, transmit or distribute private information about another person as classified by state or federal law as not public, private, or confidential.
- G. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other that those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
- H. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirate software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- I. Users will not use the school district system for the conduct of conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.
- J. If a user inadvertently access unacceptable materials of an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official.

***Depending on the nature and degree of the violation and number of previous violations, unacceptable use of the Shakopee School District's system of the Internet may result in one of more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion or termination of employment; or civil or criminal liability under other applicable law.***



Re: Shakopee School District Policies

Dear employee:

I have read and understand the terms of the Shakopee Schools policies regarding:

- Religious, Racial and Sexual Harassment and Violence
- Chemical Use and Abuse
- Drug-Free Workplace/Drug-Free School
- Tobacco-Free Environment
- Internet Acceptable Use and Safety Policy
- Discipline, Suspension, and Dismissal of School District Employees

**Please sign, date and return this letter to Human Resources at the district office.**

\_\_\_\_\_  
Name (please print)

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_