

All-School Policies

2016-17

Policies and Expectations Guiding School Life

Note: If Breck School becomes aware of a student's behavior out of school that would constitute the violation of a major school rule if it had occurred under the school's jurisdiction, the family may be contacted to initiate a discussion, or schedule a conference, or encourage them to seek support and counsel regarding the behavior. If the school determines that there is a connection to the school, discipline may be warranted. Out of school conduct may also result in a Minnesota State High School League violation.

Breck School Athletics

Goals

It is the policy of Breck School that students must be enrolled at Breck School to participate in athletic activities. A student is enrolled when a signed enrollment contract is on file at Breck School. Participation in athletics includes open gym, team practices and supervised fitness training. The goal of participation in athletics is to:

- Help students develop into mature adults and productive citizens.
- Give every student a competitive team experience that will enrich his or her life now and in the future.
- Develop healthy and spirited team participation.
- Build respect, commitment and responsibility in each student.
- Foster the development of fair play and sportsmanship.
- Develop students' talents and skills athletically toward their fullest potential.
- Provide leadership opportunities.

The Athletic Department provides a program that complements the academic programs in the Middle and Upper Schools. The coaching staff strives to instill responsibility and disciplined effort and practice will pay off on the field of competition, in the academic classrooms, and in the conduct of one's life. Participation evolves with the student's experience and growth.

Breck School believes that competitive sports contribute significantly to our students' well-being. By participating in athletics, students learn to work effectively in groups, manage time well, and develop team spirit while fostering a healthy desire to excel.

Athletics play an important part in the Breck experience and each student is strongly encouraged to participate in two or three sports.

Lessons in sportsmanship, teamwork, competition, and winning and losing gracefully are expected outcomes by participants on each team. Athletics play an important role in assisting students to develop self-esteem, respect for others, honesty, responsibility, a sense of justice and strong ethical values to carry on into their future. Athletic competition contributes to school spirit and helps both spectators and participants to develop pride in their school and practice the qualities of good sportsmanship. Athletes gain an appreciation for lifelong fitness and activity.

Coaches of the varsity level will make every effort but are not required to ensure that each player participates in all contests. Junior varsity players should participate in all contests if he or she meets the requirements of the team. He or she should not expect substantial time unless warranted. A player's playing time is determined by their ability, work ethic and support for the team. Our schools' small size and vast programs allow all interested students to be a member of a team. The athletic program is in full compliance with Title IX requirements and Minnesota State High School League regulations.

Basic Principles of Breck Athletics

1. Breck School's athletic program will embody the Mission and philosophy of the school.
2. Breck School works hard to ensure that coaches have appropriate training and knowledge of the school's Mission and philosophy.
3. Breck School strongly promotes equity in all aspects of its athletic program.
4. Breck School's athletic program is considered an integral part of its curriculum.
5. Breck School is committed to the safety as well as the physical and emotional health of its athletic participants.
6. Breck School's athletic program values the dignity and worth of the individual in a context of common purpose and collective achievement.
7. Coaching is teaching; coaches are teachers.
8. Coaches design and implement activities that improve the knowledge and skills of participants.

9. Breck School reaches out to educate parents about the philosophy, policies, and expectations of the athletic program.
10. Breck School clearly defines and communicates standards of conduct to players, spectators, and coaches.

Upper School Athletic Attendance Expectations

- Practice starts at 3:30 PM sharp unless otherwise planned. Some practices may be scheduled on evenings, Saturdays and holiday vacations.
- All team members are required to attend practices and games.
- A student's primary responsibility is academic attendance. Any exceptions to this rule must be approved by the Upper School Dean of Students or Middle School Grades 7/8 Dean of Students.
- Illness and family obligations are the only excuses for missed practices. Coaches should be notified no later than the day before a planned absence.
- If a player skips a team obligation, the coach may reduce or suspend playing time, or excuse the player from the team without receiving physical education credit.
- The school is not responsible for students who do not attend practice at the appropriate time and place.
- All extracurricular participation is suspended with absences (excused or unexcused) unless approved by the Upper School or Middle School office.

Sportsmanship Code

- Maintain self-control at all times.
- Respect opponents and officials, and know and understand rules of the contest.
- Avoid public displays of criticism of players, spectators, cheerleaders, and coaches, including unsportsmanlike gestures or language.
- Show respect for yourself and teammates.

Athletic Offerings

The number of teams is based upon the amount of participants registered for the sport. Appropriate clothing and footwear is required for all sports and protective equipment is mandatory if applicable. A water bottle is highly recommended. Football participants will receive equipment through Breck School. Tennis, Hockey, Lacrosse players and all skiers must supply their own equipment. Golfers must supply their own clubs. All game and practice schedules can be found on www.imacconference.org.

Students in 7th and 8th grades may participate at both the varsity and junior varsity level in the sports, which do not offer a 7/8 program. For all other sports, only under extraordinary circumstances and with written permission of the Middle School Director and Athletic Director, students in 7th and 8th grades may try out for and participate at the varsity level of sports offered in both the Middle and Upper Schools, but they may not participate at the junior varsity level of those sports. The goal is for athletes to participate at their ability level and to ensure the participant will have the greatest experience at the correct level of play.

Fall

Boys and Girls Cross-Country Running (grades 7-12)
Girls Tennis (grades 7-8 and 9-12)
Girls Volleyball (grades 7-8 and 9-12)
Girls Swim and Dive (grades 7-12)
Boys and Girls Soccer (grades 7-8 and 9-12)
Football (grades 7-8 and 9-12)

Winter

Boys and Girls Alpine Skiing (grades 7-12)
Boys and Girls Basketball (grades 7-8 and 9-12)
Girls Gymnastics (grades 7-12)
Boys and Girls Hockey (grades 7-12)
Boys and Girls Nordic Skiing (grades 7-12)
Boys Swim and Dive (grades 7-12)

Spring

Baseball (grades 7-8 and 9-12)
Boys and Girls Golf (grades 7-12)
Boys and Girls Lacrosse (grades 7-8 and 9-12)
Girls Softball (grades 7-8 and 9-12)
Boys Tennis (grades 7-8 and 9-12)
Boys and Girls Track and Field (grades 7-8 and 9-12)

Policies and Guidelines for Parents and Students

Safety

- All athletic activities require a record of physical examination and proof of insurance or an insurance waiver. Students will not be allowed to participate until these documents are on file at Breck.
- Athletic facilities may be used only with the expressed permission of the Athletic Director and the supervision of an employee of Breck School.
- The Athletic Trainer is responsible for handling all injuries or health problems and deciding whether a student is able to participate after an injury. Parents and coaches are asked to report all injuries or health problems to the athletic trainer.
- Participants in activities are required to travel to and from an event with a designated squad or coach. If parents request that the student ride home or to the event in a different manner, a Breck School Transportation Release form (supplied by the athletic office) must be completed and turned in to the athletic office before the student leaves school.

Equipment

- Equipment and clothing signed out by students must be returned immediately to the Athletic Office following the last athletic contest for each student. In addition, students need to take proper care of the equipment provided or his or her family will be billed for the replacement cost.
- Students have a five day grace period to return equipment after their last contest. On the sixth day, if the equipment is not returned, a fee will be assessed.
- Students will not be allowed to participate on any team, or sign out equipment until his or her account is settled.
- Students and parents are not allowed to sell anything to Breck teams or their members. All items for teams must be purchased through the Gym Store.
- Game and practice uniforms are not to be worn at any time other than is authorized by the Athletic Director.
- Cleated shoes are not allowed in school buses or school buildings.

For **Special Trips**, travel and lodging expenses will be billed to parents. If a student is sent home from a trip not with the team, parents are responsible for all expenses incurred.

Minnesota State High School League

Minnesota State High School League (MSHSL) rules and regulations are coupled with Breck's disciplinary procedures regarding sexual harassment, alcohol and chemical use. Please refer to **All-School Policies** for further explanation. Note: Breck uses the MSHSL rules as minimum guidelines for consequences.

Breck School

Acceptable Use Policy (AUP)

Purpose

The purpose of this document is to set forth policies and guidelines for access to Breck School's data, computing and network resources (hereinafter referred to as "computing resources") as well as acceptable and safe use of the Internet, including electronic communications.

Policy

Breck School considers its own stated educational mission, goals and objectives when making decisions regarding student and staff access to Breck School's computing resources, the Internet and electronic communications. Electronic information research skills are fundamental to Breck students, faculty and staff (hereinafter referred to as the "Breck Community"). Access to Breck's computing resources and the Internet enables the Breck Community to explore thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people around the world. Breck School expects that faculty will blend thoughtful use of computing resources and the Internet throughout the curriculum, as well as provide guidance and instruction to students.

Educational Objective

Breck School provides its Community members with access to computing resources and the Internet. The purpose of the system is more specific than providing general access to the Internet. Breck School's computing resources have a specific educational purpose, which includes use of these resources for classroom activities, educational research and professional or career development activities. All members of the Breck Community are expected to only use Breck's computing resources and Internet access to further educational and personal goals consistent with the policies and mission of Breck School. Activities that may be appropriate on another system may not be acceptable on Breck School's computing resources.

Privilege

The use of Breck School's computing resources and access to the Internet is a privilege. Unacceptable use of Breck's computing resources or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline following other appropriate school practices, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Guidelines for Acceptable Use

The Mission

This Acceptable Use Policy and the use of Breck School's computing resources and the Internet shall be consistent with all other Breck policies and the mission of the school. Furthermore, Breck School expects exemplary behavior from its students in all their actions. The addition of laptops to our culture requires expectations of behavior for a new medium. To define technology culture at Breck, the Computer Education Department in consultation with the administration created the following Student Laptop Values.

Student Laptop Values

- **Treat your laptop with care**

It is important for all students to treat their laptops appropriately. The following are expectations of how we will treat our laptops with care.

- Carry your laptop in its bag
- Charge your laptop every night
- Keep food, candy and drinks away from your laptop
- Lock your laptop in your locker when not in use

- **Use your laptop for academic work**

The laptop program was initiated with the goal of enhancing teaching and learning at the school. The expectations that follow define the laptop culture that we expect. Students' attention should be with the teacher and on schoolwork during the school day. The following values are expectations for laptop use:

- Open only those applications needed for class.
- Access only appropriate websites related to class.
- Access only academic games, at appropriate times.
- Do not instant message, access social media, or otherwise use the laptop to access or transmit personal messages or content unrelated to classroom instruction during the school day.

- **Be honest and respectful in your communications**

Society as a whole is discovering the profound ways in which technology changes how we communicate with one another. The following are expectations of how we as a Community will digitally communicate with one another.

- Use a formal voice in emails to faculty
- Say electronically what you would say in person
- Ensure digital creations are a positive reflection of you and the Breck Community

- **Be responsible for what you create**

Every person is responsible for his or her creations, and laptops amplify this responsibility. We expect our students to give respect to others and respect themselves as they create new information with the laptops. We expect the following of our students:

- Respect the creations of others
- Back up your important data
- Understand that your creations are public and permanent

Appropriate Use

Use of Technology Resources

Anything a Breck Community member publishes on the Internet or sends via email under the breckschool.org domain may be seen as a reflection of Breck School. Accordingly, all members of the Breck Community are expected to behave appropriately. Anyone who is unsure of what constitutes “appropriate behavior” should ask, “Will my actions reflect positively on the Breck Community?”

Breck School maintains computing resources for academic purposes and school business only. Members of the Breck Community will not use the computing resources to engage in any illegal act or violate any local, state or federal statute or law. Improper use or distribution of information is prohibited, including but not limited to: copyright violations, software piracy, defamatory statements, deliberate falsification and plagiarism.

Frivolous, illegal or improper use of Breck's computing resources is prohibited. This includes harassing others, accessing or transmitting inappropriate and/or pornographic data, gambling or playing non-academic games during the school day.

Members of the Breck Community will respect others' rights to freedom from harassment or intimidation. Members of the Breck Community may not send abusive or unwanted material to others, messages to unwilling recipients, and may not disrupt others' work or education.

Members of the Breck Community will not utilize computing resources to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization; or to violate another person's right to privacy; or to harass another person; or to engage in personal attacks, including prejudicial or discriminatory attacks.

Breck School's computing resources will not be used to vandalize, damage or disable the property or resources of another person or organization, and will not be used to degrade or disrupt equipment, software, or system performance by spreading computer viruses, malware or by any other means.

Except as expressly provided in this policy, members of the Breck Community will not tamper with, modify or change Breck's software, hardware, or wiring and may not take any action to violate Breck's security systems. Breck's computing resources will not be used in any way as to disrupt the use of the system by other users.

Members of the Breck Community will not use Breck's computing resources to gain unauthorized access to information resources, and may not access another person's materials, information or files without the express permission of that person. For example: accessing a Breck Community member's computer without their express consent is no different than entering an unlocked room and stealing, reading a personal letter, or destroying someone's personal property.

Members of the Breck Community will protect Breck's computing resources as one would protect any valuable items by taking precautions to prevent theft of or damage to the equipment entrusted to them when out of their immediate possession. Therefore, Breck's computing resources will be secured in carts, lockers, classrooms, desks, cupboards and/or closets.

Members of the Breck Community should never borrow or loan a Breck computing resource (i.e., a laptop, external hard drive, scanner, etc.) except through the official checkout process, and they should never share passwords.

All Breck School servers are a shared resource, and members of the Breck Community should take care to use only the space that they need for their current work. Applications (program files) may not be stored on or executed from a server without permission. All members of the Breck Community should periodically remove their outdated material from the server to conserve disk space.

The proper use of technology resources and the educational value to be gained from them is the responsibility of students, parents and staff of Breck School.

In addition to Breck School policies, Breck Community members must adhere to the Acceptable Use Policy of our Internet service provider, Cogent Communications, which can be found at this web-address: <http://www.cogentco.com/en/acceptable-use-policy>.

Confidential Information

Members of the Breck Community will not use computing resources to publicly post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to: addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, photographs of others, or other information that would make the individual's identity easily traceable.

Exceptions to this policy include any situation where the subjects of confidential information give their express permission to use their information for academic or professional reasons.

Members of the Breck Community will not redistribute private communications without permission of the sender.

Commercial Use

Members of the Breck Community will not use Breck's computing resources and/or the Internet for conducting business, unauthorized commercial purposes, product advertisement or financial gain unrelated to the Mission of the school.

Unintentional Violations

If a member of the Breck Community inadvertently accesses unacceptable material that person shall immediately disclose the incident to an appropriate school official. In the case of a faculty or staff member, the disclosure shall be to their immediate supervisor.

A Breck Community member may access material that may otherwise violate this policy to complete an assignment only if done with prior approval and guidance from an appropriate teacher or supervisor.

Privacy

Breck School's computing resources are considered property of the school and may be monitored at any time. Moreover, all access to Breck School's computing resources, including access to the Internet from Breck School's campus, will be logged. Breck Community members shall have no expectation of privacy in the contents of any Breck School computing resource, including materials saved on any computer, flashdrive or other storage medium owned by Breck School, or emails or other information generated through Breck School's email software or saved on Breck's servers.

Students and employees are placed on notice that they cannot expect or assert a right of privacy in any work or communication which utilizes Breck School computing resources.

Liability

Use of Breck School's computing resources are at the users' own risk. Breck School's systems are provided on an "as is, as available" basis. Breck School is not responsible for any damages suffered — including, but not limited to: loss, damage or unavailability of data stored on Breck School diskettes, tapes, hard drives, any other storage devices or servers; or for delays or changes in, or interruptions of, service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. Breck School is not responsible for the accuracy or quality of any advice or information obtained through or stored on Breck School's computing resources. Breck School will not be responsible for financial obligations arising through unauthorized use of Breck School's computing resources or the Internet, whether to a third party or to the Breck Community member who engaged in the unauthorized use.

Members of the Breck Community are responsible for any Breck computer resources (i.e., laptop, external hard drive, etc.) entrusted to them for their use and to protect that equipment from loss, theft or damage.

Parents' Responsibility

Outside of school, parents bear the same responsibility for guidance of technology use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's computer and Internet use when accessing Breck computing resources from home or a remote location. Breck School is not responsible for monitoring students' personal Internet use outside of school.

Breck School 2016-17 Student Laptop Financial Obligation Agreement — Damage, Loss, Theft or Vandalism

All students enrolled in grades 4 through 12 are required to participate in the Breck School Laptop Program and abide by our Acceptable Use Policy (AUP).

Warranty Coverage

Breck School purchases a warranty for each laptop used in the Breck School Laptop Program. While the warranty likely covers most repairs, the company providing the warranty has the final decision as to whether or not it considers any particular damage to be covered by the warranty. The following are examples of items typically not covered by laptop warranties: missing keyboard keys, cracked cases and screens, dents, broken hinges, water or any other liquid damage and broken power adapters.

In addition to the manufacturer's warranty, Breck School will provide routine hardware maintenance for all laptops purchases as part of the Breck School Laptop Program, but does not provide insurance for theft, nor is the school responsible for damage resulting from negligence or misuse, or other damage not covered by the warranty.

The AUP does not allow students to dismantle or repair their laptops, or to install modifications. Violating the AUP will invalidate the manufacturer's warranty and the maintenance agreement.

Damaged Equipment Deductible

A deductible will be charged for damage not covered by warranty to a Breck School laptop as follows:

- 1st occurrence — \$250 or actual cost, whichever is less
- 2nd occurrence — \$450 or actual cost, whichever is less
- 3rd occurrence (and each subsequent occurrence) — \$650 or actual cost, whichever is less

Liquid Damage Deductibles

In most cases, liquid damages render the laptop beyond economic repair. The deductibles for liquid damage are:

- 1st occurrence — \$500 or actual cost, whichever is less
- 2nd occurrence (and each subsequent occurrence) — \$750 or actual cost, whichever is less

Note: Both the damaged equipment deductible and the liquid damage deductible are based on the number of cumulative occurrences during the three-year life of the laptop.

Lost, Theft or Vandalism of Equipment

- If the laptop is lost or stolen, the parent should report the loss to Breck and file a report with the police in the community where the loss occurred. The police report number is required to make an insurance claim.
- Should a laptop be lost or stolen, the student will be charged \$1,200 for the cost of a replacement laptop.
- Power adapter theft is not covered by school warranty. Students are responsible for the replacement cost of all power adapters.

End-of-Year Laptop Collection

Laptops, bags and power adapters are collected at the end of each school year. Students are required to return these items on the collection dates specified by the school. Items not returned will be billed at their current retail value, as determined by Breck School.

If there are dents or other damages that result in a reduction of the trade-in value of the laptop (as determined by Breck School), students will be charged for those damages up to a maximum of \$250. This charge is in addition to any deductibles or other charges assessed pursuant to this policy.

Former Students

Students who graduate or are no longer enrolled at Breck School are required to promptly return their laptop, power adapter and bag. If these items are not returned, a fee up to \$2,450 will be assessed to recover the equipment, hardware and software costs.

Personal Articles Insurance

Parents may wish to consult with an insurance agent to investigate/purchase additional insurance coverage for laptop computers. Some homeowner's policies may provide coverage but may require special documentation. Parents are solely responsible for obtaining any insurance coverage they deem appropriate and for providing their insurance providers with any documentation necessary to obtain such coverage. Except as expressly provided in this policy, Breck School is not responsible for repairing or replacing a lost, stolen or damaged laptop or other equipment purchased through the Breck School Laptop Program.

Breck School

Bullying Behavior Policy

Bullying is an act of repeated or isolated aggressive behavior that is intentional and hurts or gains power over another, physically or emotionally, violates a student's reasonable expectation of privacy, defames a student or constitutes intentional expectation of emotional distress against a student. Breck prohibits acts of bullying and has determined that such acts, like other harmful and disruptive behaviors, compromise the school's mission and values.

Knowledge of, or association with, bullying behavior has a substantial community impact and impact on the school's mission and operations. Bystanders of bullying incidents often support these behaviors, intentionally or unintentionally, through inaction and silence. Breck School expects student bystanders to intervene, if safe to do so, and/or report the incident to a member of the faculty or staff. Breck prohibits retaliation against any person who reports an act of bullying.

Bullying may involve but is not limited to:

- unwanted teasing
- threats, insults, intimidation
- stalking
- cyberbullying
- physical and relational aggression
- theft
- public humiliation
- destruction of school or personal property
- social exclusion, including incitement and/or coercion
- spreading rumors

Bullying manifests itself physically, emotionally, relationally and electronically and is conduct that meets some of or all of the following criteria:

- is directed at one or more students by one or more students
- significantly interferes with a student's ability to function in and benefit from the school's educational programs and/or activities
- substantially interferes with educational opportunities, benefits, or programs of one or more students

- is motivated by a student’s real or perceived distinguishing characteristic such as: social behaviors, mental or physical attributes, race, color, religion, gender, ancestry, national origin, sexual orientation, socioeconomic status or identity. If motivated by a student’s real or perceived distinguishing characteristic, bullying behavior may also constitute harassment prohibited by Breck’s harassment policies.

Consequences

In determining an appropriate consequence for bullying behavior, retaliation and failure to report bullying or retaliation, the administration in each division will consider the following factors:

- Age, development and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Past or continuing behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred
- Role as bystander

A safe environment at Breck is imperative for students to achieve high academic standards and develop as responsible citizens. As such, potential consequences for bullying behavior, retaliation and failure to report bullying or retaliation include immediate dismissal.

Breck School Chemical Policy

Breck's response to student involvement with illegal and/or mood-altering chemicals is a two-fold response, both remedial and disciplinary. The policy intends to address the health needs of individual students while preserving the integrity of the school's standards for student life within its community.

Any student who distributes, possesses (as defined in this policy) alcohol or other illegal, controlled and/or mood-altering substances, including look-alike substances, is required to follow the appropriate recommendations as set forth by the school in order to remain in the Breck Community. A student who fails to follow the appropriate recommendations may be subject to dismissal.

To the extent required by law, Breck School will not refuse to enroll or otherwise penalize a student solely for his or her status as a patient enrolled in the registry program created by Minnesota Statutes, sections 152.22-152.37 (as amended).

Distribution and Possession of Chemicals

Possession includes physically possessing, constructive possession (e.g., having in a backpack, locker, vehicle or other container or storage area), the use of and being under the influence of alcohol, mood-altering chemicals, narcotics, drugs, other controlled substances or look-alike substances, except as prescribed by a physician to the student, in accordance with the physician's direction and applicable school policies regarding prescription medication use, within the school's jurisdiction. This includes one student sharing prescription medication with another student. Breck defines school jurisdiction as its campus and the surrounding grounds, activities conducted on its grounds, including classes, school activities (trips, sports, events and dances, etc.) or any student life activity for which the school has granted off-campus permission.

Any student who distributes alcohol, mood-altering chemicals, narcotics, drugs or other controlled substances, including look-alike substances, within the school's jurisdiction will be dismissed from Breck School. For the purpose of this policy, the term "distribute" includes selling, attempting to sell, trading, attempting to trade, sharing, attempting to share, giving away and offering to give away any chemicals or substances prohibited by this policy. As with other major school rule violations, a student who has been

found to possess or distribute, as defined herein, while within the school's jurisdiction faces dismissal.

In addition to the above, students and parents should be aware that Breck's policy extends Minnesota State High School League policies, including policies regarding chemical possession and distribution, and sanctions for such possession or distribution are in effect for the entire calendar year including the summer months when school is not in session. This policy is activated when the school receives information regarding a Breck student's possession, use or distribution of alcohol or other chemicals. Suspensions required by the Minnesota State High School League or Breck School can only be served in a sport or extracurricular activity in which the student is enrolled and in attendance for the full season of that sport or the duration of the activity. This sanction is not considered served if the student is not part of the team or activity from the beginning of the season or leaves the team or activity before the season is completed.

Identification of Chemical Involvement

If a student has not violated school rules or this policy with his or her alcohol or chemical use, but is identified as having possible chemical involvement through school, parent or peer concern, a conference will be scheduled between the school and the family. This conference, which can be initiated by any of the parties described above, will focus on encouraging the family to seek help and counsel regarding the exhibited behaviors. Breck is not responsible for the results of a family's decision to seek or not seek, follow or not follow, any outside counseling regarding student behaviors including the conduct or treatment by any outside therapist, counselor, physician or other individual.

At times when students confront natural adolescent challenges, we encourage them to seek guidance from the school's faculty and staff. Students are also invited to use the school's counseling services to talk out a decision, receive information or gain perspectives on issues about themselves or others.

Tobacco Use

Breck is a tobacco-free campus and students are not to use, possess or distribute tobacco in any form on campus or during school activity or while otherwise in the school's jurisdiction. This includes the

use of e-cigarettes and possession of their associated paraphernalia. A student who violates this rule is sent home immediately, suspended for the following school day and placed on probation. If a second offense occurs, the student is sent home immediately, suspended the following two school days and placed on probation. Upon return to school the student is referred to the health counselor for informational counseling on tobacco cessation programs. If a third offense occurs, the student is subject to dismissal.

In addition, the Minnesota State High School League takes actions against students who are found to use or possess tobacco off-campus. This includes use and possession of tobacco during the summer months or when school is not in session.

Breck School Hazing Policy

To maintain a safe learning environment for students, hazing activities of any type are prohibited at all times. No student shall plan, direct, encourage, aid or engage in hazing.

Hazing means committing an act against another student, or coercing a student into committing an act, that creates risk of physical or emotional harm to a person in order for the student to be initiated into or affiliated with an athletic team, student organization or for any other purpose. Hazing also includes any activity that intimidates or threatens the student with ostracism, subjects a student to mental stress, embarrassment, affects the mental health or dignity of the student, in order to be initiated into or affiliated with an athletic team, student organization or for any other purpose. Hazing includes behavior that occurs on or off-campus, and before, during or after the school day, including days on which school is and is not in session.

Apparent permission or consent by a student being hazed does not lessen the prohibitions of this policy.

Students who receive a report, observe or have other knowledge or belief of conduct that may be considered hazing shall inform a Breck School faculty or staff member of the conduct. Failure to report hazing to a faculty or staff member may subject the student to disciplinary action, including dismissal from school.

Breck School will investigate all complaints of hazing and may take disciplinary action including dismissal from school against any student who is found to have violated this policy.

In addition, hazing may also constitute bullying and/or harassment prohibited by Breck's policies. Such behavior may subject students to discipline, including dismissal from school, under those policies as well.

Teachers, administrators, coaches and other employees of Breck School who receive a report, observe or have other knowledge or belief of conduct that may be considered hazing shall inform their direct supervisor and/or the Director of Human Resources immediately. No Breck employee shall permit, condone or tolerate hazing.

Breck School expressly prohibits retaliation for reporting hazing. Breck will investigate allegations of retaliation and will take appropriate action (including potential dismissal from school) against any student who retaliates against a student for making a good faith report of hazing or testifies, assists or participates in an investigation or proceeding relating to hazing. "Retaliation" includes, but is not limited to, intimidation, reprisal or harassment.

Breck School Media Permission and Photo Waiver Policy

Throughout the year, Breck publishes pictures and accounts of the activities and accomplishments of our students. Such publications include, but are not limited to, Breck publications such as the *Today at Breck* magazine, 123 E-newsletter, Annual Report, public website (www.breckschool.org), postings to Breck's Facebook page (www.facebook.com/breckschool), Twitter (@BreckSchool), Instagram (Breck_School) or postings to Breck's online photo gallery (<http://breckschool.zenfolio.com>).

Photo captions of students in **printed** publications may include students' names.

Photo captions of students in **electronic** publications will not include students' names.

The Communications office may issue press releases to local media about student accomplishments. Such releases will generally identify students by full name and may include other information, including but not limited to, grade level, participation in a particular class or activity, and a description of the accomplishment in question.

From time to time, a student is interviewed or photographed by local media, visiting educators or community service partners. In such case, the Communications office will make every effort to contact a parent/guardian in advance of publication and/or broadcast, but cannot guarantee that such contact will occur before the publication and/or broadcast.

Parents concerned about the use of their child's photograph must contact the Communications office in writing, by telephone (763-381-8224) or via email (communications@breckschool.org).

Breck School Sexual Harassment and Sexual Violence Policy

Nothing is more important to the present and future health of Breck than maintaining an atmosphere that allows us all to pursue academic activities free from any intimidating, hostile or offensive behavior. Delineating the policy will help us to achieve such a positive environment for our academic endeavor.

General Statement of Policy

Sexual harassment is a form of sex discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statutes Chapter 363A, the Minnesota Human Rights Act (as amended).

It is the policy of Breck School to maintain a learning and working environment that is free from sexual harassment and sexual violence. Breck School prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of Breck School to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

Breck School will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of Breck School.

Sexual Harassment Defined

- Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or obtaining an education; or
 - submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive environment.
- Sexual harassment may include, but is not limited to:
 - verbal harassment or abuse;
 - subtle pressure for sexual activity;
 - inappropriate patting, pinching, grabbing or touching;
 - intentional brushing against a student or employee's body;
 - demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
 - demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - unwanted and/or unwelcomed behavior of a sexual nature that causes discomfort, embarrassment or danger.

Sexual Violence Defined

- Sexual violence is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes or forcing another to touch one's intimate parts, and either above or underneath one's clothes. Intimate parts, as defined in Minn. Stat. §609.341, include the primary genital area, groin, inner thigh, buttocks or breast of a human being. Sexual violence is a criminal activity.
- Sexual violence may include, but is not limited to:
 - touching, patting, grabbing or pinching another person's intimate parts, either same sex or opposite sex;
 - coercing or forcing sexual touching on another;
 - coercing or forcing sexual intercourse on another;
 - threatening to force sexual touching or intercourse on another.

Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of Breck School, or any person with knowledge or belief of conduct that may constitute sexual harassment or sexual violence, must report the conduct immediately to an appropriate official as designated by this policy. Breck School encourages the reporting party or complainant to use the report form available from the Division Head or Head of School's office.

Receipt of Complaint/Human Rights Officer

The Director of Human Resources is the designated Human Rights Officer and person responsible for receiving oral or written reports of sexual harassment or sexual violence. Upon receipt of a report, the Director of Human Resources must immediately notify the Head of School without screening or investigating the report. A written report will be forwarded simultaneously to the Head of School. If the report is given verbally, the Director of Human Resources shall reduce it to written form within 24 hours and forward it to the Head of School. If the complaint involves the Director of Human Resources, the complaint shall be filed directly with the Head of School. Breck School shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

Investigation and Recommendation

By authority of Breck School, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence, shall immediately initiate an investigation. This investigation may be conducted by Breck School officials or by a third party designated by Breck School. The investigating party shall provide written report of the status of the investigation within ten working days to the Head of School. If it is not possible to complete the report within ten days a written report on the status of the investigation and stating a date of completion will be provided to the Human Rights Officer within the same time period.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, Breck School will consider the surrounding circumstances, the nature of the conduct, relationships between the parties involved and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed appropriate by the investigator. In addition, Breck School may take immediate steps, at its discretion, to protect the

complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

Breck School's Human Rights Officer shall make a report to the Head of School upon completing the investigation.

Action

Breck School will take such action as it deems appropriate based on the results of the investigation.

Report to Complainant

The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by Breck School. The report will document any disciplinary action taken as a result of the complaint.

Non-Harassment

Breck School recognizes that not every advance or comment of a sexual nature constitutes harassment. Whether a particular action or incident is sexual harassment as defined by this policy requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties.

Right to Alternative Complaint Procedure

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

Sexual Harassment as Sexual Abuse

Where a complaint made under this policy or investigation of such a complaint provides knowledge or reason to believe that child abuse has occurred, Breck School shall comply with Minnesota Statute 626.556, Reporting of Maltreatment of Minors.

Nothing in this policy will prohibit Breck School from taking immediate action to protect victims of alleged sexual abuse.

Breck does not tolerate any form of harassment or discrimination including, but not limited to, discrimination based on race, color, creed, ethnic or national origin, sex, gender, sexual orientation, marital status, familial status, status with regard to public assistance, membership or activity in a local commission, disability, age, religion or other characteristic protected by applicable state or federal antidiscrimination laws. Discrimination, including verbal abuse, is a serious offense and will result in disciplinary action up to and including termination of employment.

Discipline

Any school action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements and Minnesota statutes and school policies. The school will take such disciplinary action as it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment or sexual violence and prevent its recurrence.

In accordance with Minnesota State High School League policy, the penalty for a student governed by the Minnesota State High School Rules of eligibility for a first violation of the sexual harassment policy includes, but may not be limited to, the following:

- For a Breck athlete, loss of eligibility for the next two consecutive interscholastic contests, starting with the first game after determination of the violation, or for two weeks of a season in which the student is a participant, whichever is greater.
- For a student participating in an extracurricular fine arts activity whose eligibility requirements are subject to the rule of the Minnesota State High School League loss of eligibility for the next six consecutive interscholastic contests, starting with the first contest after determination of the violation, or for two weeks of a season in which the student is a participant, whichever is greater.

In the event that a student is not dismissed from Breck School because of a first violation, the interscholastic eligibility penalty, assuming that the student has not been dismissed from attendance at Breck School, for a second violation includes, but may not be limited to, the following:

- For a Breck athlete, after determination of the violation, loss of eligibility for the next six consecutive interscholastic contests in which the student is a participant or three weeks, whichever is greater.
- For a student participating in an extracurricular fine arts activity whose eligibility requirements are subject to the rule of the Minnesota State High School League loss of eligibility for the next six consecutive interscholastic contests, starting with the first contest after determination of the violation, or for two weeks of a season in which the student is a participant, whichever is greater.

In addition, violation of the sexual harassment and sexual violence policy constitutes a major school rule violation of Breck School community standards and places the student in jeopardy of dismissal.

Breck does not tolerate any form of discrimination including, but not limited to, discrimination based on race, ethnic or national origin, gender, sexual preference, economic circumstance or religion. Discrimination of any nature, including verbal abuse, is a serious offense and will result in disciplinary action.

Reprisal

Breck School will discipline any employee or student who retaliates against any person who reports alleged sexual harassment or sexual violence, or retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Breck School Weapons Policy

Statement of Policy

Breck School prohibits students or nonstudents, including adults and visitors, from the possession, use or distribution of a weapon when in a school location, except as provided in this policy. The School will act to enforce this policy and will discipline, up to dismissal from school, or take appropriate action, against any student, teacher, administrator, employee, volunteer, or visitor who violates this policy.

Definitions

Weapon

- A “weapon” means any object, device or instrument designed as a weapon or through its use is 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; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
- 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.
- No person shall use articles designed for other purposes (i.e., 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.
- “School Location” includes any School building or grounds, whether leased, rented, owned or controlled by the School, locations of School activities or trips, bus stops, School buses or School vehicles, School-contracted vehicles, the area of entrance or departure from School premises or events, all locations where School-related functions are conducted, and anywhere students are under the jurisdiction of the School.

Exceptions

It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:

- Active licensed peace officers;
- Military personnel;
- Persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
- Possession of a weapon by an employee with written permission from the Head of School;
- Persons with authorization from the School at School-sanctioned activities, such as Clay Target League, for students or nonstudents conducted on school property.

Minnesota State High School League Rules

Breck School will enforce all Minnesota State High School League policies, bylaws and rules regardless of whether they are specifically mentioned in these policies. Breck School's enforcement of such policies, bylaws and rules includes administering appropriate sanctions (including suspension and removal from athletic teams) for violations occurring outside of normal school hours or while school is not in session.