

RTR Elementary School
Dreaming, Believing and Achieving



2018-2019
Student-Parent Handbook

Dear Parents, Guardians and Friends,

Welcome to RTR Elementary School. We are so happy that you are here!

We are very excited to enter into the 2018-2019 school year. The staff and administration will provide your child with academic excellence and a nurturing environment.

The Teachers, Support Staff, and Administration at school will provide the best possible education we can. We need your cooperation to accomplish this, and we appreciate open lines of communication to help us to accomplish this goal. Education does begin at home, and is enhanced when parents become involved in the school and support their child's teacher.

This handbook will inform you of the procedures at RTR Elementary School. We ask that you read it carefully as there have been changes. Be sure to keep it handy so that you can refer to it when necessary.

Sincerely,

Patricia Lindeman, BS, MA, ED.S.
Principal
RTR Elementary School

RTR Elementary School



A Noble Knight does what is right!

A Vision for Our School

RTR Elementary believes that Respectful, Thoughtful, and Responsible students, staff, and families will lead to a safe, positive, and enjoyable school environment where everyone can learn and grow toward their full potential.



My Expectations of Students in Our School

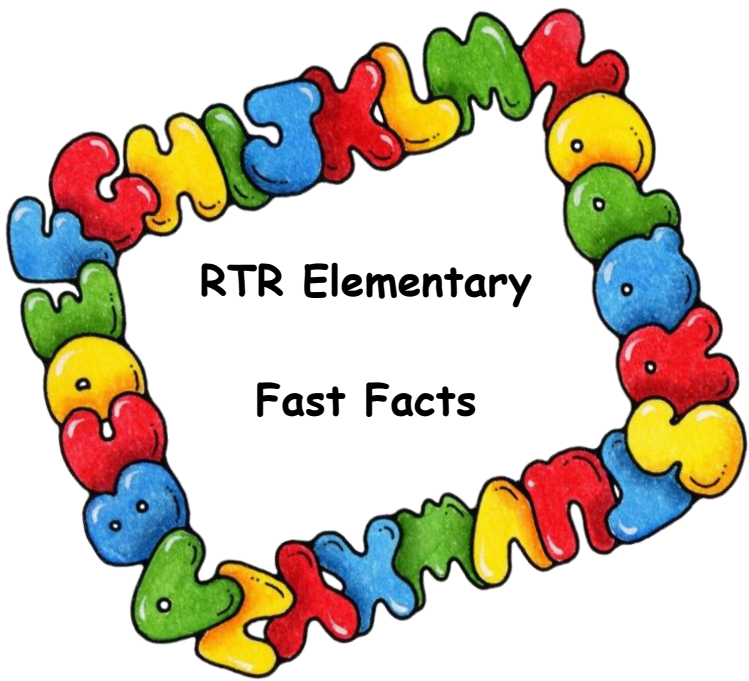
I would like all of you to know what is expected of you as a student in our school.

- * I expect you will represent our school in an outstanding manner.
- * I expect you will work to the best of your ability.
- * I expect you will treat others with dignity, worth, and respect.
- * I expect you will keep our campus beautiful and clean.
- * I expect you will follow all the rules and regulations set forth by your teachers and the school.
- * I expect you will work to keep a positive relationship with parents, teachers, and friends.
- * I expect you to reach beyond your grasp and learn new things.
- * I expect you will make all of us very proud.

Patricia Lindeman, RTR Elementary Principal

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RTR Elementary

Fast Facts

School Hours

8:30 a.m. - 3:20 p.m.

Office Hours: 7:45 a.m. - 4:15 p.m.

Nurse Hours: 8:30 a.m. - 3:30 p.m.

Phone Number

507-658-3301 - local calls

1-800-430-6429 - long distance calls

Fax Number

507-658-3589

Elementary Website

www.rtrschoools.org/RTRES

District Website

www.rtrschoools.org

Elementary Principal

Patricia Lindeman

Superintendent of Schools

David Marlette

Transportation Supervisor

Jordan Bennett

RTR Middle School

507-823-4371

RTR High School

507-247-5911

Tyler Bus Service

507-829-4697

Board of Education

John Bloom
Troy Chandler
Peggy Dunblazier
Tony Dybdahl
Jeff Hansen
Craig Hess
Tami Nelson

RTR Mission Statement

Educational excellence, enhanced student achievement, fiscal stability, and life-long learning are the four pillars of the RTR School. We are a community dedicated to providing a safe, friendly environment challenging students to be productive citizens in an ever-changing world.

STUDENT INFORMATION

STUDENT DAY

The shuttle buses will depart from the resident district school at 7:50 a.m. each day. Your day begins when the buses arrive at the Elementary School at approximately 8:10 a.m. The shuttle buses will depart from Ruthton at 3:20 p.m. for Russell and Tyler. All Ruthton students will remain under the supervision of the playground supervisor after the shuttle buses leave unless otherwise noted with the office.

ARRIVAL AT SCHOOL

Beginning at 7:50 a.m., students will have supervised play until 8:10 a.m. when they either go to breakfast in the cafeteria or to their lockers. No student will be allowed to roam the building unsupervised. **Staff is not on duty prior to 7:50 a.m. Therefore there is NO SUPERVISION before that time. Please DO NOT send or drop off your child(ren) before that time.**

AFTER SCHOOL

The school day for students ends at 3:20 p.m. All students are expected to leave the building unless they are involved in a directed activity or are receiving assistance from a teacher or tutor program.

BEHAVIOR EXPECTATIONS/DISCIPLINE

At RTR Elementary, we are proud of our students when they conduct themselves appropriately, showing pride in themselves and their school. To assist with this, RTR Elementary School has established school-wide expectations that our school will use as a tool for teaching expected behaviors. The acronym, **RTR**, will be used to present these expectations. The letters in the acronym stand for

Respectful, Thoughtful, and Responsible.



The students at RTR Elementary School will be learning about school-wide behavioral expectations. These expectations have been agreed upon as an effective way to be proactive in managing behaviors. Each area of our school has their own set of expectations. The following information shows the definitions of our expectations at the elementary school in all settings.

Respectful To pay attention to or give concern to someone specific.

Thoughtful To be considerate of others' needs.

Responsible Being the one to account for something.

Parental support is essential to maintain a positive learning environment. Below is a chart with some general behavior expectations we believe are appropriate for all students. Classroom teachers have discretion in setting classroom behavior rules that are appropriate for their students. Classroom rules will be reviewed by the teacher periodically. It is extremely helpful to review these general behaviors periodically with your child. This reinforces their importance and it demonstrates that you support these school behaviors.

EXPECTATIONS FOR DIFFERENT SETTINGS CHART

SETTING								
	All Settings	Classroom	Hallway	Lunchroom	Playground	Lab	Library	Bathroom
Respectful	<ul style="list-style-type: none"> * Follow directions of all staff * Keep your hands/feet to yourself * Use appropriate language * Speak courteously to all * Be honest 	<ul style="list-style-type: none"> * Be on time and prepared * Follow directions 	<ul style="list-style-type: none"> * Stay to the right * Respect others' personal space 	<ul style="list-style-type: none"> * Use good table manners * Respect others' eating space around you 	<ul style="list-style-type: none"> * Follow direction given by adults * Keep hands/feet/objects to oneself 	<ul style="list-style-type: none"> * Treat computer equipment properly 	<ul style="list-style-type: none"> * Put books neatly on shelf * Take proper care of books 	<ul style="list-style-type: none"> * Wash hands when finished * Flush the toilet
Thoughtful	<ul style="list-style-type: none"> * Use an inside voice * Be kind 	<ul style="list-style-type: none"> * Keep classroom neat * Work cooperatively * Use appropriate language 	<ul style="list-style-type: none"> * Keep hallways passable 	<ul style="list-style-type: none"> * Keep noise at manageable level * Be polite to kitchen staff 	<ul style="list-style-type: none"> * Use/share equipment in a safe and fair manner 	<ul style="list-style-type: none"> * Push in your chair * Keep your area neat 	<ul style="list-style-type: none"> * Use library voices * Push in your chair 	<ul style="list-style-type: none"> * Keep bathroom clean
Responsible	<ul style="list-style-type: none"> * Be on task * Be prepared * Give your best effort 	<ul style="list-style-type: none"> * Complete and hand in assignments on time * Bring necessary materials 	<ul style="list-style-type: none"> * Walk in an orderly manner * Keep hallways clean 	<ul style="list-style-type: none"> * Clean up after yourself * Enter and exit the lunch room in a proper manner 	<ul style="list-style-type: none"> * Go directly outside when dismissed * Return directly to classroom after recess 	<ul style="list-style-type: none"> * Follow Internet policy * Use time wisely 	<ul style="list-style-type: none"> * Use proper sign-out procedure * Return books on time 	<ul style="list-style-type: none"> * Properly dispose of garbage * Use facilities properly * Use only 1 pump of soap and 1 paper towel

Should a student choose to act in an inappropriate manner, they may receive a consequence up to and including meeting with the principal and having parents contacted.

HARASSMENT

Everyone in District 2902 has the right to feel safe and respected. We have a policy to prevent religious, racial or sexual harassment and violence of any kind. Any words or actions that make a student feel uncomfortable or afraid need to be reported to an adult. All reports will be subject to investigation as set forth by Minnesota Statute and local school district policy.

Religious, Racial, Sexual Harassment and Violence Policy: Everyone at RTR has a right to feel respected and safe. It is unacceptable to tease/be teased about your religion, race or whether you are a boy or a girl. If you need help with any of these let your teacher, the secretary or the principal know.

COPIES OF THE SCHOOLS WEAPONS POLICY & HARASSMENT, DRUG & ALCOHOL POLICIES ARE AVAILABLE IN THE SCHOOL OFFICE UPON REQUEST; AS WELL AS THE CRISIS, EMERGENCY LOCKDOWN, EVACUATION AND BEHAVIOR INTERVENTION PLANS.

DRESS CODE

We believe that there is a positive relationship between dress and attitudes. Students are expected to show good judgment in dress and grooming at all times. We encourage students to dress in a neat and attractive manner that reflects pride in themselves and their school. We urge parents to strongly discourage attention-seeking departures from good taste when children attend school classes. When grooming and/or appearance are detrimental to student safety or of questionable taste, this will necessitate a change in appearance and/or grooming. A simple rule is neatness and decency. The atmosphere and general quality of the school is often judged by the action and appearance of the students.



Tennis shoes are required for gym class & recess times. If sandals/flip flops are worn, you will be asked to change shoes for gym.

Our rule: If a student puts their arms at their side, the bottom of their shorts/skirts needs to be below their fingers. Tank tops/muscle shirts are allowed. Spaghetti straps and halter tops are NOT allowed. If a student breaks these rules, they will be asked to change.

***Be sure that your children are dressed appropriately for the weather. Children do go out for play and should be dressed each day with this in mind. For example, during winter months students will be expected to wear hats, coats, gloves, and snow pants as long as there is snow on the ground.**

GYM SHOES/PHY. ED

It is recommended that children should have tennis shoes for physical education. Shoes should be clean and should not have black soles that mark the floor. If a child is not going to participate in physical education classes, he or she must bring a note from home and/or your doctor.



ELECTRONIC USE GUIDELINES

- Radios, stereos, walkman radios, pagers, cell phones, picture cell phones, iPods, MP3 players, electronic games, and other electronic items as determined by the administration or designee.

The school is not liable for the loss or destruction of these items. During school hours all personal student devices must be turned off and securely stored (hall locker or office).

Use of these items during school hours, unless approved by the principal or designee, will result in the following disciplinary action:

- 1st offense: warning - item brought to office to pick up after school and the parent is notified
- 2nd offense: item brought to office, parent needs to come with you to pick up item
- 3rd offense: item brought to office, parent needs to come with you to pick up item, after school detention (1 hour)

FORBIDDEN ITEMS



The following items have no place in school: knives, weapons of any kind, drugs, cigarettes, or alcohol. Students are not allowed to use personal electronic devices with or without headsets, including cell phones, during school hours without permission. These items, plus anything else, which causes problems of control at school, will be taken from students. **Students may also be suspended or expelled for knowingly or unknowingly violating the school district's weapon policy.**

WEAPONS

RTR School has a zero-tolerance weapons policy. Anyone found to be in possession of a weapon on school premises before, during or after school hours, or at any school sponsored activity is subject to administrative and/or legal action.

COPIES OF THE SCHOOLS WEAPONS POLICY & HARASSMENT, DRUG & ALCOHOL POLICIES ARE AVAILABLE IN THE SCHOOL OFFICE UPON REQUEST; AS WELL AS THE CRISIS, EMERGENCY LOCKDOWN, EVACUATION AND BEHAVIOR INTERVENTION PLANS.

VALUABLES

Students are discouraged from bringing large sums of money and/or valuables to school. The practice of leaving such items on or in a desk, jacket or coat, locker, and/or book bag is a decided risk. Please do not bring such items to school if at all possible.

LOCKERS

Lockers are assigned for storing clothing, books, and lunch boxes. Lockers should not be used to store articles of value such as purses, tickets, or money. We request that valuables be left at home. School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker will only be searched when the school has a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of student's personal possessions, we will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.



RECESS

Weather permitting, all students are encouraged and expected to go outdoors during activity and recess periods. We use the following guidelines for requiring students to go outside. Wind chill is one of the criteria applied for the general guidelines as follows:



- * Warmer than 0 degrees - outside activity /recess for all students.
- * Below 0 degrees - indoor recess/ room activities for all students.

Because our playground is somewhat sheltered, we do on occasion take older students out for a shortened recess. These occasions are determined by the building principal.

BIRTHDAY TREATS

You may send treats with your child to help celebrate their birthday. All treats must be commercially made. Please make sure that enough treats are sent for all classmates. In planning for a child's home party, please do not ask the school to supply you with the addresses and telephone numbers of your child's classmates.

***Reminder: RTR Elementary now has an Allergy Alert/Awareness policy. RTR Elementary is no longer a peanut/tree nut free environment.**

BIKE SAFETY

If parents approve, students may ride their bicycle to school. Children should follow all bicycle safety rules, which include one person on a bike.

INSTRUMENTAL MUSIC PROGRAM

The band program for elementary students begins in the fifth grade. Students who are interested in playing band instruments are encouraged to participate. Instruments can be rented from the school. The cost for instrument rental is \$50 per year. Conferences should be held with the band instructor before renting or purchasing an instrument. The instructor will direct you as to purchase after having this conference regarding your child's participation in band.

BOOKS AND EQUIPMENT

Each student is responsible for the good care and return of all books and equipment. He or she should have a respect for all school furnishings. When a child has books at home, it is expected that the parent will assist the child in the proper care of the books and getting them to return the books as soon as possible to the school.



Books and equipment that are lost or destroyed will be valued based on age of materials. An appropriate fine will be charged to the student that has misplaced or misused the material, according to MN Statute 120.74, subd 1.

COMPUTERS AND TECHNOLOGY

The computer lab is equipped with Dell computers. Students are scheduled for weekly computer lab time. Internet access is available in the computer room and in each classroom. Students will be instructed on the district's acceptable use policy for Internet use and will be subject to the district's disciplinary procedures for misuse of programs or equipment. RTR Elementary School is committed to providing resources and instructions to enable students to effectively access and communicate ideas and information via technology.

STUDENT RECORDS

The school shall collect and maintain the records of students while they attend the school. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. Records will be transferred when all clerical paperwork is complete.

No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parents/guardians (in the case of a minor student), from the adult student, or former student.

Parents/guardians may ask to review their student's records. An appointment with the principal should be made in advance. The principal is to respond to the request in a reasonable time.

Non-custodial parents have the right to view student records, absent of a court order to the contrary.

"Records/data" is defined by any or all of the following:

- 1) Identifying data
- 2) Academic work completed
- 3) Level of achievement (grades, standardized achievement test scores)
- 4) Attendance data

- 5) Scores on standardized testing
- 6) Health data (separate records kept in the health file)
- 7) Family background information
- 8) Teacher or counselor ratings and observation
- 9) Verified reports of serious or recurrent behavior patterns (may be retained separately)

FIELD TRIPS

Field trips serve as valuable educational experiences. Field trips are planned for each grade level throughout the course of the school year. They are intended to extend the learning that has occurred in the classroom. We believe that it is a privilege that students earn by demonstrating responsible behavior at school on a daily basis. Simply put, this means that the students are responsible for completing their assignments in a timely fashion and have schoolwork up to date at the time of the field trip. It also means that they have demonstrated appropriate behavior both in the classroom and around the school.

As an example, students **may not** be able to attend a scheduled field trip if:

- 1) Students have missing assignments.
 - They **may not** be turned in on the morning of the field trip.
 - Parents will be notified **three days prior** to the field trip that the student's privilege to attend **may** be denied due to incomplete assignments. They will also be notified **the day prior** to the field trip if the student will not be allowed to attend.
 - **Students not allowed to go on the field trip must be in school or the absence will be recorded as unexcused.**



OR IF

- 2) Students have five or more incidents of inappropriate behavior as documented by the classroom teacher.
 - Warnings will not be given for significant acts of misbehavior such as fighting.
 - Students start with a clean slate after each field trip.
- 3) Lunch accounts need to be a positive balance.

Specific information about field trips for individual grade levels will be shared with parents. A field trip permission form is to be signed by the parent prior to the field trip. Parents may be asked to assist with these field trips. When trips are made in school buses, parents will be notified.

LIBRARY

The library has a wide assortment of books, magazines, reference materials, and videos. Students are encouraged to check out books or other materials. Fines are not assessed for materials or books that are overdue, however, students will be responsible to pay for lost or damaged items at the end of the school year.

ENGLISH LANGUAGE LEARNER PROGRAM

We offer assistance to students whose first language is one other than English. Students qualify for services based on test scores as well as parent and teacher recommendations. Students who meet the qualifications will receive ELL assistance.

ATTENDANCE

SCHOOL DAY

The school day begins at **8:30 a.m.** Students are dismissed at **3:20 p.m.**

ATTENDANCE

All students are expected to attend school regularly. Regular school attendance is closely related to success in school and is part of your child's school record. If your child will not be coming to school due to an illness or other unplanned circumstances, the school office must be notified by 9:00 a.m. **Do not send emails to individual teachers regarding attendance issues.** This helps us to know that your child is safe and accounted for. We will call parents/guardians of students who are unaccounted for after 9:00 a.m.

If you are planning a trip, or know in advance of an extended absence, please make arrangements with the school prior to your leaving. We will prepare all materials that will need to be made up and have them ready for you. Failure to make preparations ahead of time may constitute an unexcused absence. **All calls and notes must be received on the day of or the day following the absence.** Calls and notes not received within three days following the absence will not be accepted and the absence will be considered **unexcused**. A doctor's note verifying consecutive absences of three or more days will be required. The school reserves the right to request verification on all calls and notes.

ABSENCES

The RTR Board of Education believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance and recognizes that class attendance is a joint responsibility to be shared by the students, parents or guardians, teachers and administration. Absences from school can never really be made up. Success at school requires - like success at any job - promptness, responsibility, and dependability. The school feels that the student must not only complete his/her schoolwork satisfactorily, but maintain a good attendance record as well.

Students in grades K-5 are allowed a maximum of ten absences per semester. On the eleventh absence, students may be required to make up time after school, attend summer school, or be retained in their current grade.

Examples as per Minnesota State Guidelines for Excusable & Unexcusable Absences are as follows:

Excusable absences:

1. Illness of the student (students who are gone three consecutive days must bring a note from the doctor)
2. Serious illness or death of a family member
3. Dental and/or medical appointments, which can't be made outside of school time
4. Court appearances will be excused in advance by bringing the "summons to appear" to the office
5. Religious Holidays

Unexcused absences include, but aren't limited to:

1. Missing the bus
2. Employment
3. Need for sleep or rest
4. Babysitting
5. Family vacations may be considered unexcused if prior arrangements have not been made with the school

It is the parent's responsibility to be informed of the number of absences accumulated during each semester. As a courtesy, an attendance sheet and cover letter will be sent home quarterly to families exceeding the amount of excused/unexcused absences.



TARDIES

Promptness is both courteous and respectful to staff and classmates, therefore we make it a high priority that students are on time for school. With our day starting at 8:30 a.m., students should be ready to go. If the students arrive in school after this time they will be assigned a tardy, three tardies equal one unexcused absence and will incur the same consequences which may include after school detention. A tardy is unexcused for the same reasons that an absence would be unexcused. **Should a student arrive late for school, the parent/guardian must come into the building and sign the student into school.** This is a requirement we have to ensure the safety of all our students and it helps us to know who is coming and going in our building. Failure to sign your child in will constitute an **unexcused tardy**.

TRUANCY

With ten or more absences in a semester, excused or unexcused, students may be required to make up time after school, attend summer school, or be retained in their current grade. The length of time being made up will be determined by the child's teacher and principal. Parents of children under the age of 16 who are absent from school without lawful excuse for seven days in a school year are considered educationally neglectful. Educational neglect is referred to the County Attorney's office. If the parent provides no excuse or an insufficient excuse, the absence is unexcused.

When an absence/tardy is anticipated, please tell us in advance so that your child's teacher can help them plan for their absence/tardy. Whenever possible, schedule dentist, doctor, and other types of appointments after school hours.

On occasion, you may have to take your child out of class for a short period of time or before the end of the school day. Please come to the office and

we will send for your child. No child will be allowed to leave his or her classroom early without clearance from the school office.

In accordance with Minnesota State Statutes the following UNEXCUSED absences will be accumulated in the following manor:

First unexcused absence	Noted in student's attendance file
Second unexcused absence	Noted, letter to parents
Third unexcused absence	Noted, letter sent home to parents, and a conference scheduled with the principal and parents to discuss absences and ways to avoid them.
Fourth unexcused absence	Noted in student's attendance file
Fifth unexcused absence	Noted in student's attendance file, letter to parents
Sixth unexcused absence	Noted, letter sent home to parent, conference with principal, family services may be contacted to assist with solutions
Seventh unexcused absence	Referral to County Attorney for truancy violations.

LEAVING SCHOOL DURING THE DAY

Parents who wish to have their child leave school during the day must contact the office or send a written note with the child. The student must wait in the office until the parent or designated adult arrives. The person who picks up the student will be required to sign the student out. The school may require verification of the right of custody from anyone requesting early dismissal of a student.

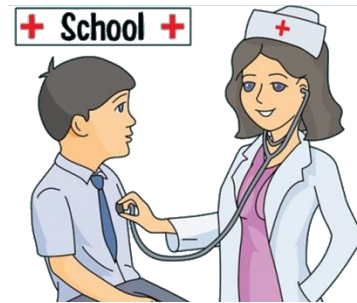
HEALTH & SAFTEY

STUDENT HEALTH SERVICES

The school health coordinator is on duty each day to provide health and educational services. The school health coordinator is available for consultation with parents, if needed. Please alert the school health coordinator or teacher if your child has a particular health problem that may affect the child's learning or functioning at school.

If your child is on medication, such as allergy medication or antibiotics, which are administered at home and may affect their attention or behavior at school, please let the health coordinator and/or teacher know.

If your child needs to be excused from physical education, please send a note. If it is to be a long-term excuse from physical education activities (over one week) the child must bring a written excuse from a physician.



Hearing and vision screening are done annually. Both can be tested any time by the request of parent or teacher. Parent's attention will be drawn to any matters that appear to require professional medical treatment or attention.

Communicable illness should be reported as soon as possible. If a child has had a hospitalization or a lengthy illness, parents should notify the nurse so that plans for continuing the child's education can be made.

General guidelines for re-admittance to school for the following communicable diseases are:

- ❖ **Chicken Pox** - Readmitted no sooner than 7 days from onset of rash, no fever present and pox must be dry.
- ❖ **Scarletina and Strep Throat** - Readmitted after having been on antibiotics for at least 24 hours and no fever present.
- ❖ **Impetigo** - Readmitted, if confirmed by a healthcare provider, 24 hours after treatment is initiated and sores are drying or improving.
- ❖ **Pinkeye (Conjunctivitis)** - Readmitted after eyes are clear with no drainage present. If examined, confirmed by a healthcare provider, and approved for readmission. Must be on drops for 24 hours.
- ❖ **Head Lice (Pediculosis)** - Readmitted after treatment with a pediclocide shampoo and clothes and other personal items have been laundered in accordance with recommended procedures.

ILLNESS/INJURY DURING SCHOOL

If your child becomes ill or injured at school, we will make every effort to notify you immediately. We ask that parents fill out an emergency contact form for each child and immediately return it to school. This is kept on file so that parents or other authorized persons can be contacted in an

emergency. The principal, secretary, or school nurse dismisses or approves the dismissal of a student who becomes ill or injured during the school day. You will be asked to take your child home or to a family physician for medical attention if needed.

If emergency treatment is required, your written permission on the emergency contact form will enable us to call a doctor and/or ambulance should we need to act quickly. We would contact you as soon as possible. The expense of a doctor or ambulance is carried by the parent.

When a student is ill, the student must be clear of vomiting and diarrhea for 24 hours before returning to school. Additionally, students must have a 98.6 degree temperature for 24 hours prior to returning to school, without the use of fever reducing medications.

It is the parent's responsibility to provide transportation home for the child. The child should be picked up as soon as possible.

MEDICATION

The purpose of this policy is to set forth provisions that must be followed when administering non-emergency medication to students.

Many children with chronic and/or acute health conditions are able to attend school because of the effectiveness of their prescribed medication(s). Safe and effective administration of medication includes monitoring of the child's response to the medication to ensure that the medication is therapeutic and minimized interference with learning. Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer a medication to a student. The medication of a student shall only be done in exceptional circumstances wherein the child's health or education may be jeopardized without it. Only the school health coordinator or the person she delegates this responsibility to, including office personnel, the administration, or the student's teacher may administer medication.

The RTR School District will administer Over-the-Counter medications provided by parents. Please send the original box/container with your child's name on the outside. This medication will be stored in the health

coordinator's office. Over-the-Counter medications provided will not be administered to students without parental permission.

PRESCRIPTION MEDICATION ADMINISTRATION

The parent or guardian must provide the following information when school personnel administer prescription medication:

1. A signed authorization statement by the parent or guardian.
2. A completed Physician's Order for Medication Form (most clinics should have this form).
3. Prescription medication must come to the school in the original prescription container (the doctor can request that two prescription containers be prepared by the pharmacy).
4. Prescriptions and Over-the-Counter Medications are generally not to be carried by the student. If an exception is to be made, there must be a written agreement between the school district and the parent. Possible exceptions could include an asthma inhaler. If a student has written permission to carry an inhaler, the teacher must be notified when the student used the inhaler so it can be documented.



*Prescription medication must be brought to school in a container appropriately labeled by the pharmacy. The medication must be brought to the office, where it will be stored in a secure area. The school health coordinator will distribute medications at the appropriate time.

Do not send prescription medication to school with your child. Medication should be dropped off at the office by an adult.

IMMUNIZATIONS

According to Minnesota law, before a child enters school, he/she must have up-to-date immunizations. These requirements can be waived only if a properly signed medical or conscientious exemption is filed with the school.

Students transferring from another school district will have 30 days from the time of enrollment to provide proof of immunizations. Minnesota law requires schools to deny entrance to new students who do not have the proper immunizations.

FIRE, LOCK DOWN, AND SEVERE WEATHER DRILLS

Fire, lock down, and severe weather drills are conducted regularly throughout the school year. Safe shelter areas are designated in the school. Exit procedures are clearly stated and posted. It is important that movement is made rapidly and orderly. Tampering with fire extinguishers and fire alarms is against Minnesota Law and is subject to a misdemeanor charge.

BUS

BUS SAFETY AND TRANSPORTATION

In Minnesota, riding a bus is a privilege and with that privilege comes responsibility. The students who ride the bus must work to create and maintain a safe riding environment. To help ensure your child's safety we expect all of our students to abide by the bus rules.



These are:

1. A student must remain seated at all times when riding the school bus.
2. A student shall keep their head and hands inside the bus at all times.
3. A student will not eat or drink without the bus driver's permission on the school bus.
4. A student shall be courteous and exhibit good manners at all times.
5. Profanity will not be tolerated by any student on the bus.
6. A student will leave other student's belongings alone. This includes property of the bus company.
7. There will be no roughhousing, fighting, or violence of any kind on the bus.
8. The bus driver and/or the bus assistant are to be obeyed at all times.
9. The bus driver has the option of assigning seats if he/she feels it is necessary.
10. A student should use an appropriate "inside" conversation voice when talking on the bus.

***Remember, bus riding is a privilege,
not a requirement***

***Depending on the severity of the incident, any offense can be individually considered and result in an immediate suspension from the school bus.**

Should a rule be broken, the consequences are as follows:

First offense	Written warning by the bus driver, copies given to building principal, and parents.
Second offense	Three-day suspension from riding the bus. It will be the parent's responsibility to transport the child to and from school. Written notice from the bus driver, copies given to building principal and parents.
Third offense	Five-day suspension from the bus. It will be the parent's responsibility to transport the child to and from school. Written notice from the bus driver, copies given to building principal and parents.
Fourth offense	Ten-day suspension from the bus. There will be a meeting with the parents. It will be the parent's responsibility to transport the child to and from school. Written notice from the bus driver, copies given to building principal and parents.
Any further offense	Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

BUS PASSES

Bus passes are issued from the office. Only regularly assigned students are permitted to ride the school buses. Students **WILL NOT** be allowed to ride another bus without a bus pass. Parents who wish that their child ride home on a bus with another student must send a written note or email to the office. A bus pass can be obtained through a written note, email, or phone call to the elementary office. **If you do not call the school by 2:30 p.m., your child MAY be dropped off at the normal drop-off spot.**

PARENT INFORMATION

PARENT INVOLVEMENT

The RTR School recognizes and supports a parent's interest in his or her child's education. We acknowledge that each student's future success depends on the education he or she receives today and we strive to create a partnership to provide conditions which allow a child to be successful.

We welcome parent involvement through your attendance at programs, activities, conferences, and meetings. We hope to provide opportunities for you to communicate with the school and its staff and to become involved as volunteers.

The RTR School encourages open communication between students, teachers, parents, and administration. The administration encourages parents to discuss personal concerns or classroom problems with the teachers first. If you are not satisfied with a response, you are encouraged to meet with the administration. In the event that you are not satisfied with the response from the administration, the School Board Chairperson requests a written communication concerning the matter.

PARENT PERMISSION SLIPS

Please write a note or email and send it to school for the following situations:

- Your child is going to someone else's home after school.
- Your child is riding a different bus.
- You want your child to stay in during recess or miss physical education.
- Your child will leave school early.

Once students arrive at school, they cannot leave school grounds without permission. All students who are arriving and leaving during the school day **MUST BE** signed in and out by a parent/guardian in the school office.

SCHOOL CLOSINGS

In case of emergency or inclement weather, school may be dismissed early. Buses will leave soon enough to enable them to make their route. However, if this is impossible, children will be housed at school. Please have a family plan prepared as to where your child should go when school is dismissed and you are away at work, etc. Be sure your child knows and understands this plan (example would be to go to daycare, grandparents). If your child is to go somewhere other than their normal destination when school closes, please notify the classroom teacher in the fall.

These are the media contacted by the school for public announcements of unscheduled school closings or late starts.

Radio Stations:

KMHL	1400 AM -	Marshall
KLOH	1050 AM -	Pipestone
KKCK	99.7 FM -	Marshall
KISD	98.7 FM -	Pipestone
KJOE	106.1 FM -	Slayton



TV Stations:

KELO TV - Sioux Falls
WCCO - Minneapolis

VISITORS

RTR School welcomes and encourages visits by parents and community members. This is your school. We require that visitors report to the office before visiting any area of the school. It is recommended that visits be prearranged with the teacher or the office to prevent an interruption during an assessment time.

SCHOOL SECURITY

Our district is proactive in providing security in an attempt to make our school a safe place for all our students. The following procedures have been implemented for our building.



Our building will operate under controlled access. **This means that exterior doors will be locked at all times, with the exception of the door coming in from the playground. That door will be monitored. Any parents bringing children to school must deliver them to the playground after an adult staff person is present.** Any access to the building during the school day will be done through a monitoring system at the main entrance.

All visitors to the building will be required to report to the office. Those visitors wishing to visit classrooms or staff outside the office will be required to sign in and wear a visitor **badge**. Visitors entering a classroom or other areas of the school without a **badge** will be directed to the office. We would still encourage you to visit your child's classroom as often as you like. The policy is not meant to limit or curtail parents visiting classrooms. You are still an important part of our school family and we would encourage you to remain active in your child's school life. These procedures are meant only to provide increased safety and security.

If you bring your child to school on a daily basis and would like to walk them into the building, we ask that you bring them only as far as the entrance and then send them on their own to the playground or gym. If you plan on picking your child up at school, please plan on meeting your child in the office. There may be emergency situations that require dismissing students from the classrooms but students will then be released only to parents or others cleared by the office.

SCHOOL BULLETINS AND NEWSLETTERS

From time to time during the school year, bulletins and newsletters will be sent home from school. It is our policy to try to send one per family. It is important that parents read these bulletins to be informed about school events. Your interest in reading them will encourage children to continue bringing them home. We do publish school announcements in the Tyler Tribute.



SCHOOL PICTURES AND YEARBOOK

Our school contracts annually to have pictures taken of the school children during September. These individual photos are used in our Yearbook. Information regarding prices, times and days will be distributed in a timely fashion. We also publish a Yearbook each spring that contains pictures of students and a variety of candid shots as well. Information regarding the Yearbook will be sent home with all students. In the past we have also offered a Spring Photo package in which parents may purchase pictures of students if they wish.



ALLERGY ALERT/AWARENESS

RTR Elementary now has an Allergy Alert/Awareness policy. RTR Elementary is no longer a peanut/tree nut free environment. **A copy of this policy can be found on pages 32 & 33 of your handbook.** Please note that if your child has a life threatening allergy, contact the school nurse. An Emergency Health Plan will be created that meets the needs of your child.

SMOKE FREE ENVIRONMENT



Smoking and the use of tobacco products have been identified as a leading health problem in the United States. Smoking can be hazardous to the health of both smokers and non-smokers. As a result of concern on the part of the staff, students, citizens and the Board of Education, smoking and/or

the use of tobacco in any form shall be prohibited on school district property. As a district, we are dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens.

PETS

Although we have enjoyed pet visits in the past, due to safety and allergy concerns, RTR Elementary now prohibits animal or pet visits in our building. Under special circumstances, arrangements may be made to have an outside viewing. Please contact the elementary office as immunization documentation may be required. We do allow therapy dogs, pets of staff members, and presenters/lyceums with pets and animals.

LUNCH PROGRAM

The lunch program will begin on the opening day of school and will provide a well-balanced and nutritional lunch for all students who wish to participate. Applications for the free and reduced price lunch program will be made available to parents in the fall. According to State Guidelines: **Student lunches are a privilege and cannot be charged.** Parents are requested to keep a positive balance in your family lunch account. If we do not receive appropriate payments, your child will be served a sack lunch consisting of a cheese sandwich and milk until the bill is paid. **Please keep a positive balance in your family's lunch account.**

Meal & milk money should be turned in to the elementary office. The milk account purchases for morning and/or afternoon milk breaks will be monitored by the classroom teacher. Reminders for lunch account status will be sent home with your child when you are in need of more money. Please mark all envelopes that contain money that your child brings to school with their name, grade, and teacher. Lunch money will be deposited in your family account.

Meal Prices

Student Breakfast	\$ 1.25 per meal
Student Lunch	\$ 2.55 per meal
Student Reduced Breakfast	No Charge
Students Reduced Lunch	No Charge
Adult Breakfast	\$ 2.60 per meal
Adult Lunch	\$ 4.50 per meal
Adult/Student Milk	\$.45 per carton

In accordance with the State Food and Nutrition guidelines, the school breakfast and hot lunch program is offered to all students. If you bring your lunch, you may purchase milk for \$.45 per carton.

***Reminder: RTR Elementary now has an Allergy Alert/Awareness policy. RTR Elementary is no longer a peanut/tree nut free environment.**

LOST AND FOUND

Articles found at school are kept in the cafeteria where students may come to claim them.

- It is a good idea to put your child's name on articles of clothing.
- Encourage your child to check the lost and found at school and on the bus if they are missing something.

Items that remain in the Lost and Found are donated to Good Will during the summer.

CONFERENCES

Formal Parent/Teacher Conferences are scheduled once a year, in the fall. Parents are encouraged to establish open communication with their child's teacher and teachers with each student's parents. In addition to the scheduled conference, parents and teachers are encouraged to have additional conferences as needed. Parents may request a conference at any time by calling the elementary office.

TELEPHONE

Students should not be interrupted during school hours by outside calls and messages except in case of emergency. However, if it is necessary to reach your child at school you may call 507-658-3301 (local for Tyler and Ruthton) or 1-800-430-6429 (long distance) and the school office personnel will relay the message to the student.



- Please discourage student use of the school phone. Students are allowed to call parents in cases of emergency. **After-school plans should be made prior to leaving home in the morning.**
- Parents who wish to contact a classroom teacher should be prepared to leave a message requesting that the teacher contact the parent at the teacher's convenience.
- Teachers are generally not available to come to the telephone during the time school is in session. Leaving a message may be necessary even before or after school as the teacher may be

involved in a conference or attending meetings at the time your call is made.

SCHOOL ENROLLMENT

If you are enrolling a new student at RTR Elementary School, you will be asked to give the office the following information:

1. Enrollment Form
2. Health Forms
3. Application for Education Benefits
4. Insurance Form
5. Home Language Questionnaire
6. Transfer of Records
7. Copy of Birth Certificate

SCHOOL REGISTRATION POLICY

A registration form is required for all students. Before the beginning of each school year, these forms will be sent out to previously enrolled students. Any new families are asked to stop in the office and register their child/children. Please fill these forms out completely, including emergency phone numbers, home phone numbers, and work numbers.

WITHDRAWING A STUDENT FROM SCHOOL

In the event that a student withdraws from the RTR School, we request that the office be notified. When the RTR School receives a release of information form from the new school, the student's permanent records will be transferred to the new school.

INSURANCE

Our school, as with most schools in the state, asks parents to sign a waiver form if you do not want to take student insurance because you already have adequate insurance. At the beginning of the year, each student will bring home a student insurance application and a waiver form. One of these forms will need to be returned. The school is not the insurer. The Student Assurance Insurance Company offers a major expense benefit (for families who have no other insurance); extended dental and interscholastic sports coverage. Students may enroll anytime during the school year. The insurance remains in effect throughout that school year and if the students move to a different school district.

The school also has information packets available for the Minnesota Care Insurance Program. This insurance is income based. You may request a packet from any of the school offices. Once you complete the information packet, you then mail it directly to Minnesota Care.

SPECIAL EDUCATION SERVICES

The RTR School District makes every effort to meet the needs of all learners. Programs are available for speech and language services, learning disabilities, mental and physical handicaps, as well as psychological and social services. If parents have questions concerning any of these services, please contact the office.

TITLE 1 SERVICES

Title 1 is a federally funded program for providing additional help to students in the areas of reading and/or math. Students are eligible for Title 1 assistance if they meet eligibility criteria on a standardized test and/or referral from the classroom teacher.

VOLUNTEERS

Volunteers play a valuable role at RTR School. All parents, as well as community members, are encouraged to become a part of our volunteer program. Volunteers are used to chaperone field trips, tutor students, assist the teacher with classroom projects, help with health screenings, provide library help, or serve as a resource to share information with students about one's job, hobby, or travel. Anyone wishing to volunteer is asked to call the district office. **Volunteers must have a current background check on file.**

GRADING

HOMEWORK

The purpose of homework is to:

- 📖 Give you more time to finish your school work.
- 📖 Help you remember what you were taught in class.
- 📖 Guide you in learning how to do school work by yourself.



Not all of your homework assignments will be written. In the interest of variety and to give you a chance to develop different kinds of skills, your assignment may be to read, interview, cut out, collect, study, do research, or watch a special TV program. If you have a question regarding your

homework, you need to call or write a note to your classroom teacher. Remember parents, praise your child for homework done to the best of his/her ability.

Family members can help with homework by following these suggestions:

- ✓ Read with your child daily.
- ✓ Show a positive interest in your child's homework as well as your child's school work.
- ✓ Cooperate with the teacher to make homework more effective.
- ✓ Have a quiet place for them to do their homework.
- ✓ Serve as a consultant about assignments.
- ✓ Remind your child to neatly complete their assignments. Do not do their work for them.
- ✓ Encourage your child to do a good job.
- ✓ Talk with your child about school: what he/she has been doing, what are some upcoming events.

GRADING SYSTEM

Report cards will be handed out quarterly, through parent teacher conference or through delivery by the student.

Midterms may also be sent out to the parents to let them know if their child is doing well or if their child needs to do better on class work.

Kindergarten - Fifth Grade, Physical Education, Music, Handwriting and Art are graded in the following manner:

- 4 Student demonstrates this skill consistently.
- 3 Student demonstrates this skill most of the time.
- 2 Student demonstrates this skill some of the time.
- 1 Student has not yet demonstrated this skill independently.

REPORT CARDS AND STUDENT PROGRESS

At the end of each quarter, progress reports are issued for each student. Students in the upper grades will use assignment notebooks that serve as one way parents and teachers can communicate. Students in lower grades will have folders. Parents are encouraged to contact teachers at any time during the school year to discuss their child's progress.

ACHIEVEMENT TESTING

Students in Kindergarten through Grade 5 are tested for achievement annually. The main purpose for the testing is to help with curriculum planning. Parents/guardians will be notified of the test results by a computerized report.

OTHER

CHILD ABUSE AND NEGLECT

All adult school personnel are required by law to report any suspected case of child abuse or neglect to the appropriate law enforcement agencies.

COMMUNITY USE OF SCHOOL FACILITIES

Community groups are encouraged to use school facilities when they are not being used for school or student events. We are proud of our school and would like you to see and use it. Call the school office at 507-658-3301 to request a facility scheduling form and ask about the guidelines. There will be a fee assessed for any damage or destruction.



Procedures may be amended, as needed, by the school Principal at any time.

Policies

ALLERGY ALERT/AWARENESS

1.0 PURPOSE

- 1.1 The School District recognizes that it is serving students with complex health needs. The School District recognizes that students with life-threatening allergies require reasonable accommodations necessary to ensure access to available education and education-related benefits. The School District cannot guarantee to provide an allergen-free environment for all students with life-threatening allergies, but we would like to take some meaningful steps to reduce the discomfort (and sometimes deadly danger) to some students who suffer from very specific allergic reactions. If your child has a life threatening allergy, contact the school nurse. An Emergency Health Plan will be created that meets the needs of your child.

2.0 GENERAL STATEMENT OF POLICY

- 2.1 Parents and students are responsible to notify the school's health office if they have specific medical or allergy concerns and the location of the allergy medication while at school.
- 2.2 **Food:** The School District will accommodate students with severe food allergies on an individual basis, according to their needs, to keep them safe at school. The most common food allergies in children are milk, eggs, peanuts, and tree nuts. In some circumstances, all snacks may need to be eaten in the cafeteria to limit exposure in the classrooms. Accommodations for students with food allergies will be considered when food is used as a part of classroom activities. Parents of students with severe food allergies are expected to provide safe snacks for their students. If a birthday or holiday treat is sent with a student, the School District requests that non-edible items (such as pencils, stickers, etc.) be sent in order to allow all students to participate.

- 2.3 **Latex:** The School District will enforce no latex balloons being brought at our schools. The powder inside and outside of latex balloons picks up the latex molecules and then spreads it around a room where it may be inhaled and possibly cause an individual who has a latex allergy to have a severe reaction.

- 2.4 **Perfume/Scents:** The School District requests that students and staff refrain from wearing perfume or other products that emit a strong odor (e.g. aftershave and cologne), or from having aromatic flowers (e.g. lilacs and lily of the valley) at school. Allergies to perfume are often less dramatic but are very real causes of headaches and the inability to concentrate.

- 2.5 **Animals/Pets:** Considerations will be given to students and staff who may be sensitive to animals, to include relocation of the person or animal, as required.

*This policy supersedes the Peanut/Tree Nut Free School Policy approved on 08/20/12.

*Approved: October 19, 2016

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of

the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.

B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use

reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner;
and

N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;

2. The use of profanity or obscene language, or the possession of obscene materials;

3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;

16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;

26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which

otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;

41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;

43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;

44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;

- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from

attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student From a Class.

1. Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;
2. Specify required approvals necessary;
3. Specify paperwork and reporting procedures.

D. Responsibility for and Custody of a Student Removed From Class.

1. Designation of where student is to go when removed;
2. Designation of how student is to get to designated destination;
3. Whether student must be accompanied;
4. Statement of what student is to do when and while removed;
5. Designation of who has control over and responsibility for student after removal from class.

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

1. Specification of procedures;
2. Actions or approvals required such as notes, conferences, readmission plans.

F. Procedures for Notification.

1. Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;
2. Actions or approvals required, such as notes, conferences, readmission plans.

G. Disabled Students; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;
2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and
3. Any procedures determined appropriate for referring students in need of special education services to those services.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
3. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

IX. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1)

school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate

in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:

a. strongly encourage a parent or guardian of the student to attend school with the student for one day;

b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and

c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.

8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The

school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline - up to and including expulsion - as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student

over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

*Approved: August 5, 2014

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students

and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district 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. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks,

forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities,

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

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be

responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning,

suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against

any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

*Approved: October 19, 2016

526 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

H. 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.

I. 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

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 school-related 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 or regulations.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or a charter school.

F. "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 target or 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. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or

participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

*Approved June 21, 2017

534 UNPAID MEAL CHARGES

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. Students have use of a family meal account. Family meal accounts should be maintained with a positive balance at all times. If a family balance reaches zero, a student may no longer charge any ala-carte items until the negative balance is paid. Families may add money to their family meal account at any time by submitting a payment at the school office.

B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

D. If a family balance reaches -\$50.00, students will be provided with an alternate meal that meets federal and state requirements unless the student can pay cash for the meal. Parents will be notified of the low balance and the alternative meal being served until a payment is made. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal (\$1.00) will be charged to the family meal account.

E. When a student has a negative account balance, the student will not be allowed to charge a snack item.

III. LOW OR NEGATIVE ACCOUNT BALANCES - NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families will be notified of a low balance once the balance reaches \$6.00. Families will be notified by email and/or letters sent home.

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances not paid prior to the end of the school year, will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. All households at or before the start of each school year;
2. Students and families who transfer into the school district, at the time of enrollment; and

3. All school district personnel who are responsible for enforcing this policy.

B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

*Approved: August 20, 2012

Elementary Promotion/Retention Policy

Elementary School

The promotion of a student from one grade level to the next for elementary schools shall be based primarily on the successful completion of work (successful completion of grade level standards and outcomes) and appropriate attendance required at the specific grade level of the student. It will be the individual classroom teacher's responsibility to have discussed with the school's principal the promotion (retention) of any student not on grade level.

When retention is recommended, it should occur at the earliest possible time in the student's school career. The primary consideration for grade assignment shall be successful achievement in reading, math, spelling, and language and have appropriate attendance according to school policy. Other factors such as the student's ability to learn, social and emotional maturity, achievement in other subjects and attendance shall be considered.

Students considered for retention in grades K-4 for the first time shall be reviewed by the Teacher Assistance Team (TAT). These results are to be used as supportive information and not be the sole instrument to determine retention. For those students whose educational performance is not

commensurate with their peers and are suspected of having an exceptionality, a written referral to the TAT shall be made.

Should a student be considered for a second elementary retention that student will automatically be referred to the TAT for consideration for evaluation. This is to be done by the first week in April of each school year.

When a student is experiencing academic difficulty, the parent(s) shall be notified as soon as possible. Should a student be seriously considered for retention, the parent(s) shall be notified by November 1st, unless there are reviewed, mitigating circumstances. A conference should be scheduled with the parent(s) to discuss the probability of retention as well as to counsel with the parent(s) on how to deal with the retention should it occur. There shall be a second meeting by February 1st with the parents to discuss progress and possible retention. A third meeting with the parents will need to be completed by April 30 to discuss retention for the next school year. Written permission from the parents for retention is not required, but parent(s) must be notified of the specific reasons for retention.

Grades on the report cards are to reflect evidence of the student's inclination for promotion and/or retention. The final decision in regard to promotion and/or retention rests with the individual classroom teacher(s) and building principal. Additional professional staff members may be consulted for input. Should there be an impasse at the school level, the final decision will be made by the appropriate administrator.