

**SOUTH ELEMENTARY
STUDENT-PARENT HANDBOOK
2020-2021**

**1405 South 7th Street
St. Peter MN 56082
507-934-2754**

South Elementary



STAR Pride

Be Respectful-Be Responsible-Be Safe

Dear Parents and Students;

Welcome to South Elementary! South is a community of learners focused on the unique needs of children ages 5-7 years old. Within our K-1 environment, students are guided through their educational journey by teachers who are responsive to their social, emotional, behavioral and educational needs. We are a culturally diverse school that respects the values, traditions and expectations of the various cultures represented within our building.

Academically, South's primary purpose is to provide students with strong foundational early literacy and numeracy instruction to serve as building blocks for lifelong learning. Through our STEAM program (Science, Technology, Engineering, the Arts and Mathematics), students are guided by a specialist in lessons designed to foster students' natural curiosity about the world and how it works.

In both the general classroom and within our specialist settings, students will have opportunities to practice critical thinking, communication, creativity and collaboration skills.

To support the social and emotional learning goals we have for students, South implements the district-wide PBIS system through our STAR Pride program. STAR Pride provides the structure to introduce schoolwide and personal behavioral expectations centered on safety, respect and responsibility. The framework of the South plan establishes the processes that are necessary across the system for setting expectations and modeling appropriate behavior for students. In addition to this, we utilize the Top 20 curriculum as a part of our ongoing commitment to student safety and well-being. This program encourages our students to think, learn and communicate effectively.

We are excited to partner with parents on their child's educational journey and we look forward to watching each of our students blossom and grow in his or her unique way. We are looking forward to an amazing year!

Sincerely,
Doreen Oelke
Principal of South Elementary

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**SOUTH ELEMENTARY SCHOOL
STRATEGIC PLAN**

Vision Statement: LEARNING MATTERS

Mission Statement: To inspire a passion for learning that encourages and enables all individuals to reach their highest potential.



Core Beliefs:

We Believe:

- A system-wide culture of continuous improvement drives the work of the school district.
- All students can learn and have the right to an exceptional education.
- Safe and caring school environments are essential foundations for student learning.
- Collaboration amongst staff, parents and community members enhances the fulfillment of our mission.
- Resilience is recognized and encouraged within the school experience.

Strategic Directions:

In order to reach our vision, we must:

- Implement a guaranteed and relevant curriculum.
- Align resource allocation to rigorous educational goals.
- Engage in regular and on-going data/evidence collection, use and reporting to stakeholders.
- Develop critical thinkers, collaborators, communicators and problem solvers throughout the system.

#SOUTHSTRONG

Conferences

A strong school to home to school partnership is a key component in a student's success. Parent teacher conferences are an excellent way to foster this. At South, parent teacher conferences will be scheduled for 20 minutes, 3 separate times throughout the school year. In the event that parents choose not to attend their child's conference together, the conference time will be split equally between the two parents. The 3 conferences are as follows:

Beginning of the Year Conferences

Sept. 4 & 8 Parent/Teacher Conferences 7:30-3:30 NO SCHOOL
*Students should attend this conference with their parents

Fall Conferences

Nov. 19 & 24 Parent/Teacher Conferences 3:30-7:30
Nov. 20 Parent/Teacher Conferences 7:30-3:30 NO SCHOOL
*Students are asked NOT to attend this conference

Spring Conferences

March 25 & 30 Parent/Teacher Conferences 3:30-7:30
March 26 Parent/Teacher Conferences 7:30-3:30 NO SCHOOL
*Students should attend this conference with their parents

Report Cards

Parents will receive report cards at the end of each quarter of school. Parents are invited and encouraged to contact their child's teacher at any time if they have questions or concerns regarding their child.

STARS Academy

Students who demonstrate a need for additional academic support may be referred to STARS Academy, which is a Targeted Service Program. Small group instruction aligned to grade level standards help support at risk learners. This program is offered in 1 hour after school sessions on Monday and Thursday evenings per invitation. This program also offers a summer program.

Transfer from School

If a student withdraws from school before the end of the school year, the school office should be notified at least two days before the departure. Parents should stop in the office with transfer information so that the student's records can be sent to the new school when requested.

Release of School Records

It is the policy of the St. Peter Schools to release school records to the new school which a St. Peter student attends.

Records to be released may include:

- health record
- transcript which includes grades, attendance, and standard group test scores
- special education records including the current
- IEP, individual testing (psychological, achievement, speech and language, adaptive, behavioral, and emotional) and social history information.
- personal career file

School Hours

School begins at 8:00 a.m. Dismissal is at 2:30 p.m. Students may be dropped off at the drop and go loop beginning at 7:50 a.m. Due to COVID restrictions, entrance into our building is limited to South students and staff. Parents are not allowed to walk their children to classrooms. School Age Care is available through the Community Education Office. This program provides care from 6:00am - 6:00pm.

Building Security

In our continuing efforts to keep students safe while they are at school, all entrances are locked during the school day. Adult traffic supervisors are on duty at 7:50 a.m. at the drop and go loop. Please do not drop off your student until supervisors are present. Maintaining a safe environment for our students and staff is of utmost importance to us. A safety and security plan has been developed and procedures will be put in place at the discretion of the building principal.

Student Attendance

Reporting: Each teacher will be responsible for reporting their classroom attendance by 8:15 am. Students arriving after 8:00 am must stop in the office and receive a pass.

When a student is absent, parents are required to phone the school office and report it. **The phone number for reporting absences is 934-2754.** Attempts will be made to contact the families of absent students that have not notified us.

Tardiness: Students arriving after 9:00 am, but before lunch, will be marked as a ½ day absent.

We believe that all students in our school must be in attendance on a regular basis in order for us to provide the best possible educational program. We expect all of our students to attend school every day unless they are home sick or there is a family emergency.

We understand that scheduling doctors and dentist appointments takes coordination and availability of openings. Whenever possible, we encourage you to make doctor and dentist appointments after school hours.

Reporting Attendance

Step 1: Teachers report attendance to the office by 8:15 am. Teachers maintain regular contact with parents of students with repeated absences. Any chronic absences are reported to the social worker and school principal. The school office monitors attendance via a monthly report.

Step 2: After six (6) absences (unexcused or excused without proper reason or apparent medical condition) the principal and social workers review the case and send a letter to the parents notifying them of an upcoming contact from the (principal, school nurse, social worker, other.) This contact will be made within two (2) weeks of the initial letter. Minnesota Statutes mandating school attendance and the long-range effects of chronic absences will be discussed with the parents.

Step 3: After seven (7) absences the attendance team will meet to determine the next intervention to be made. Individual cases will vary. Team members may include the parent, principal, teacher, school social worker, nurse, county social service representative, school psychologist, and others relevant to the individual situation.

Step 4: If attendance has not improved, after the team conference, reporting educational neglect or truancy to the appropriate agencies may happen.

Leaving School

For the safety of students leaving the building during the school day, parents/guardians need to come to the school reception office to meet the student and to sign the student out. If someone other than a parent or emergency contact person listed on Infinite Campus will be picking up the student, a call must be made or a note must be sent to inform the office.

Student Drop Off and Pick Up

While COVID restrictions are in place, we are requesting that all students arrive via bus or at the drop and go loop. Parents who choose to use the drop and go loop, you will stay to the right when you enter the South grounds. Drivers should pull up along the designated area, wait for school personnel to greet their child, and the staff will then guide them along the sidewalk for a safe entry into the building.

Transportation Eligibility

Bus transportation will be provided for students who meet one of the following requirements:

- Students who live 1 mile or more from the school they attend
 - Students who live within the city limits east of Highway 169 or south of Highway 99 and are without the benefits of crossing signals, and/or students who live within the city limits east of Highway 22 and north of St. Julian St.
- Parents are permitted to designate a licensed day care facility or the home of a relative, as the home of a student for transportation.

Saints Bus Service - Lucas Schaefer (Manager) 934-4690

We work closely with Saints Bus Service to provide our students with a safe ride to and from school and school related events.

Students at South and all other schools in the state, receive school bus safety training twice each school year. Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding the school buses as are expected on school property or at school activities, functions, or events. The State of Minnesota provides school districts guidelines for creating rules at the bus stop and on the bus. For the safety of all riders, please help reinforce the importance of following these bus rules with your child:

At the Bus Stop

- Get to the bus stop 5 min before your pickup time.
- Respect the property of others.
- Keep your arms, legs, and property to yourself.
- Use appropriate language.
- No fighting, teasing, bullying, playing at the bus stop.
- Stay away from the street.
- This is a "waiting place" not a "playing place."

On the Bus

- This is a place that must be orderly and safe for all riders.
- Always listen to the bus driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body in the bus.
- Keep your arms, legs and belongings to yourself.
- No fighting, teasing, bullying or playing around on the bus.
- Do not throw any objects.
- No eating or drinking on the bus.
- No sharp objects on the bus.
- Do not damage the bus

Consequences for school bus/bus stop misconduct will apply to all routes. Parents will be notified of any misconduct by your child via a bus conduct report. The discipline procedure for misconduct will be as follows:

First offense

Students will review the bus safety rules with a school staff member and parents will receive a call to discuss the incident & the consequences for subsequent bus misconduct reports.

Second offense: Students will again have the bus safety rules reviewed in a second session with a school staff member, and additional consequences may be given. A call will be made to the parents to inform them that additional instances may result in a suspension from riding the bus.

Third Offense: Additional instruction on the importance of following the bus safety rules will be given to the student and a call will be made to the parents to inform them of consequences and or suspension

Fourth & Future Offenses: Students will conference with the principal and parents will be notified of a suspension from riding the bus. Suspension duration will begin with 1 day and increase with each offence. They could result in removal from riding the bus for the remainder of the year. Any serious infraction may be cause for immediate removal.

STAR (Stop, Think, And Reflect) Room

The purpose of the STAR Room is to support a safe, positive behavioral, and academic learning environment for our students. Through interaction with our STAR room paraprofessional, students are encouraged to stop, think, and reflect on undesirable choices and create a positive plan for moving forward.

STAR Pride (Positive Behavioral Intervention System)

South's Star Pledge

At South, we treat each other with respect, take responsibility for our learning, and strive for a safe school for all.

We believe that a well-disciplined school climate is essential to enhance student pride and care for themselves, others, and the learning environment. The way children feel about themselves, classmates, and school, definitely affects their attitude and ability to learn. With your help, a healthy, positive attitude can be developed about school and the value of learning.

Our goal is to guide students to work for positive behavior choices. We want students who leave South Elementary Early Learning Center to possess academic and social skills that will prepare them to function as responsible citizens.

As an Early Learning Center, our faculty and staff understand that students are learning what it means to be responsible, respectful and safe. Learning these skills is a normal part of childhood development. A number of services are in place at South Elementary Early Learning Center to provide students with assistance when needed to address behavioral and/or academic needs.

Classroom

- Behavior expectations and modeling begin here
- Classroom management strategies are in place

STAR Room (Stop-Think-And-Reflect)

- Purpose is to support the child both academically and behaviorally in a calm, quiet environment
- A plan will be developed with your child and sent home for your review

Individual/ Group Counseling

- Available upon referral with parent permission
- Student will work with a licensed professional

Crisis Prevention Intervention (CPI)

- Program is a safe, non-harmful behavior management system designed to help staff provide the best possible care, welfare, safety, and security for children in crisis

STAR Pride at South Elementary

	Be Respectful	Be Responsible	Be Safe
Classroom	<ul style="list-style-type: none"> • Listen • Follow directions • Use an inside voice • Be kind 	<ul style="list-style-type: none"> • Be ready to learn • Do your best • Tell the truth • Clean up 	<ul style="list-style-type: none"> • Keep hands/feet to self • Use materials appropriately • Walk • Ask an adult to go other places
Music	<ul style="list-style-type: none"> • Look at teacher • Listen quietly • Use good manners 	<ul style="list-style-type: none"> • Pay attention • Follow directions • Do your best 	<ul style="list-style-type: none"> • Stay in your own space • Use best singing voice • Do actions properly
Phy Ed	<ul style="list-style-type: none"> • Be a good listener • Take turns 	<ul style="list-style-type: none"> • Complete all tasks (individual/group) • Follow directions • Help pick up equipment 	<ul style="list-style-type: none"> • Wear proper shoes & clothes • Use equipment properly
Art	<ul style="list-style-type: none"> • Look at teacher • Listen to teacher • Share with others • Hands and feet to self 	<ul style="list-style-type: none"> • Follow directions • Clean up after yourself • Put away supplies 	<ul style="list-style-type: none"> • Use art tools safely and appropriately • Clean up spills • Push in chairs
Hallway	<ul style="list-style-type: none"> • Quiet • Keep hands/ feet to self • Stand in line quietly • Face forward 	<ul style="list-style-type: none"> • Face forward • Walk quietly • Stay out of lockers 	<ul style="list-style-type: none"> • Face forward • Walk • Keep hands and feet to self
Cafeteria	<ul style="list-style-type: none"> • Use good manners • Listen to adults • Use an inside voice 	<ul style="list-style-type: none"> • Follow directions • Clean up area • Throw away trash • Put trays/utensils on cart 	<ul style="list-style-type: none"> • Only eat your food • Hands to self • Stay seated until dismissed
Playground	<ul style="list-style-type: none"> • Listen to adults • Be a friend • Take care of equipment • Walk, talk, rock 	<ul style="list-style-type: none"> • Stay in allowed areas • Return equipment to cart • Line up at whistle 	<ul style="list-style-type: none"> • Use equipment properly • Play by the rules

Media/Comp	<ul style="list-style-type: none"> • Use computer, books, shelf markers, and furniture correctly • Talk quietly • Use good manners 	<ul style="list-style-type: none"> • Follow directions • Take care of library books • Bring back books on time 	<ul style="list-style-type: none"> • Four people at a table • Push in chairs • Walk
Bathroom	<ul style="list-style-type: none"> • Be quiet • Privacy in stall • Wait at the wall for a free stall 	<ul style="list-style-type: none"> • Flush • Wash hands • Return to room quickly 	<ul style="list-style-type: none"> • Throw trash away • Walk • Hands and feet to self
Bus	<ul style="list-style-type: none"> • Listen to adults on bus • Use an inside voice • Hands and feet to self 	<ul style="list-style-type: none"> • Be at your stop on time • Keep backpack closed • Go where you belong 	<ul style="list-style-type: none"> • Sit in your seat • Face forward • Walk

Phone Calls to Teachers

If a parent wishes to speak to a teacher, it is best to call before school begins or after school ends. If this is inconvenient, a message may be left on voicemail for the teacher to return your call. Voicemail may not get checked until after the students are excused. For this reason, **Please do not leave urgent messages regarding dismissal on a teacher's voicemail.** If your child's end of the day plans change, please call the office by 2:00 p.m. This will allow us adequate time to convey the message to both the teacher and the student and aid in a smooth dismissal.

Dress Code

It is important that students dress to project a positive image. Students' clothing should not distract or interfere with our learning environment. appropriately for the weather. Gym shoes will be required for each day that your child has physical education. In the event that it is a hardship for your family to provide adequate clothing for your child, please contact the school social worker or the office. Hats may be worn inside school at the discretion of the classroom teacher.

Dress for Weather

Because of our continually changing weather, please make sure that students are sent to school dressed appropriately and with proper footwear during extreme weather temperatures/conditions. If you need assistance with these items, please let your teacher know.

Recess

All students will have recess time scheduled within their school day. This recess period will be inside during inclement weather or if the temperature or wind chill is -10 degrees F or colder or at the discretion of school staff. A parent's written request is needed for a child to stay indoors, and a doctor's excuse will be needed if a student needs to stay in for more than three consecutive days.

Field Trips

At this point, due to COVID restrictions, field trips will not be taken. If conditions change, classroom teachers will notify you of upcoming class field trips. Permission slips must be signed at the beginning of the year to allow the child to participate in these trips.

Emergency Drills and Emergency Action Plans

Minnesota State Regulations require that emergency drills be conducted during the school year. We participate in nine practice drills throughout the year. Classroom discussions will be held to prepare your students for these drills. Please talk with your child about the “why” of these drills. When the alarm sounds, each class follows a prearranged plan for evacuation. Site emergency communication plans have been developed for each site.

Pledge of Allegiance

Students and staff at South Elementary recite the Pledge of Allegiance to the United States of America each morning. This occurs within the classrooms. Anyone who does not wish to participate in reciting the pledge may elect not to do so.

Visiting School

Due to COVID restrictions, we are currently not allowing visitors to our site. Once restrictions are lifted, all visitors are required to sign in at the office and display a name badge before entering the main building. Classroom visits need to be pre-arranged with the teacher and/or principal.

Bikes and Skateboards

Bike racks are provided for parking bikes. For safety reasons, we do not allow skateboards, scooters, rollerblades on the playground.

Elopement Plan

If the need should arise, a specific elopement plan will be developed in collaboration with parents, case manager, teacher, principal, social worker, nurse and others as identified by the student’s needs.

Closing School

Schools may be closed by the Superintendent of Schools in the event of extreme weather conditions or emergency circumstances. The district will use the phone system called “Blackboard Connect” for official announcements. These announcements will come to your phone and email. Flexible Learning plans will be utilized when full day closures occur.

Flexible Learning Days

The term “Flexible Learning Day” refers to a day when school is cancelled due to inclement weather and students participate in curriculum-aligned learning opportunities at home. Kindergarten and 1st grade students will have their instruction delivered via the Seesaw platform.

Address/Phone Changes

Parents/Students who have a change of address, telephone number or email address during the school year should report these changes to the District Office, 507-934-4210 ext.1016.

Meals/Milk

Breakfast, lunch and milk are available for purchase through the school food service. Prices will be announced before school begins in the fall. Free and reduced lunch applications must be completed at the beginning of **each** school year to participate. 2020-2021 Meal Costs: breakfast - free for Kdgn., Grades 1-6 = \$1.40; Lunch K-6 = \$2.90

Snack Cart

A mid-morning snack is available to South students each day via the South Snack Cart. The snack cart options include a variety of government food program approved snack options. The cost will be \$20.00/semester while we are in the Hybrid instruction model. If we shift to another model, information will be sent out to families.

Unpaid Meal Charges:

Saint Peter Public Schools offers breakfast and lunch meals to students who meet state and federal guidelines. The District works to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.

School districts in Minnesota are required to have procedures in place to establish consistent practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt. The following information outlines the school district's procedure:

Meals for Students

All students, regardless of their lunch account balance, will be offered a reimbursable school breakfast and lunch each school day.

Payment Options

Families can pay for meals online via Infinite Campus at no charge or submit a check or cash at any school office or cafeteria.

Free and Reduced Meal Program

Families can apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families prior to the first day of classes. Applications are also available in school offices, on the school district website (stpetersschools.org) or at the District Office. Families can apply for meal benefits anytime during the school year should family size or income change.

Communication with Families

Information regarding the District's Food Service Program and Unpaid Meal Charge procedures is mailed to all families with enrolled students on an annual basis. Families may check their student's meal account balance at any time via Infinite Campus or by calling the District Office. Families who have a student with an account balance of less than \$20.00 receive an email notification through the Infinite Campus System. Elementary students may also receive a paper notice to take home. Weekly email notifications and/or paper notifications are sent to families who have a student with a food service account balance. If/when email or paper notifications are unsuccessful, the building principal or designee contacts the family to request payment and offer assistance with the Free and Reduced meal application. For negative food service account balances of -\$50.00 or more, a request for payment or payment arrangements is mailed through the US post office. If there is no response, additional letters are sent either through US regular or registered mail. Families who have a student whose food service account balance reaches a negative balance of -\$200.00 or more will be notified via phone, email, and/or US mail. Families are informed that an account with this balance is subject to collection through a collection agency. It is the expectation that all fees owed to the district will be paid in full on the last day the student will be attending classes.

Treats

Treats should be individually packaged. Please check with your child's teacher to see if there are any known allergies within the classroom.

Invitations to Parties

In order to be sensitive to the feelings of all students, we ask that invitations to parties which must exclude some children be made outside of the school day and not exchanged here at school. Classroom teachers are not allowed to distribute invitations.

Athletic Events at the High School

South students will receive free admission to most highschool activity events with their school provided student id card. We ask that elementary and intermediate students attend St. Peter High School athletic events accompanied by an adult. While in attendance at athletic events, students should behave in a way that is consistent with our STAR Pride expectations or they will be asked to leave the event.

Soliciting and Trading

Because of the problems that may arise, students may not trade personal items or solicit for individual profit.

School Visits by Children

Occasionally, requests are made by students to have children who are friends or relatives visit school. Due to COVID restrictions, we are allowing such visits this school year.

Valuables

The school cannot be held responsible for items lost or broken at school. Please do not allow your child to bring valuable or treasured items to school. This includes toys, game cards/trading cards, video games, & tablets. If you feel that it is an absolute necessity to allow your child to bring a mobile phone to school, please let them know that their phone should stay in their backpack throughout the school day. Items brought to school are the student's responsibility. It is suggested that valuable items remain at home. Please mark all of your child's personal items that will be sent to school (using a permanent marker). This will help us identify these items and get them returned to their owner.

Parent Council

This group serves in a number of ways to help enhance and support education at South Elementary. Parents meet to learn more about ways to support the home to school relationship, network with other parents, and provide special enrichment opportunities for South students and their families. Meeting notices will be sent home with the students and reminders will be placed on Parent Council social media postings. At this time, due to COVID restrictions, Parent Council events have been placed on hold.

Volunteers

Due to current COVID restrictions, volunteers are not being allowed at this time. At a time that it is determined safe to do so, we will welcome parent and community volunteers into our school. Volunteers will be subject to a background check.

Lost and Found

We have a lost and found table in the gym hallway. Students are encouraged to check this area for articles, which may have been lost. Please feel free to contact your child's teacher if you are missing something.

Crisis Prevention Intervention

CPI are certified staff members trained in crisis intervention. The program is a safe behavior management system designed to help staff provide for the best possible care, welfare, safety, and security of disruptive children by showing compassion and empathy, supporting emotional and physical well-being, preventing danger, risk, and injury, and ensuring harmony, not harm.

Response to Intervention Team & Student Assessment Team

The Response to Intervention Team meets to initiate and direct the intervention process for at risk students. The team works with classrooms teachers & support staff to provide support, document interventions, and monitor progress for students. Students demonstrating little growth will be referred to the Student Assessment Team.

Background Checks

Background checks are completed on all employees and anyone that provides an extended service involving students in our school district.

Animals in the Classroom

Requests for bringing animals to the classroom require prior approval from the building principal. The request should include the educational purpose, proof of animal health records, as well as guardian consent for each student in the classroom. The consent form will be distributed prior to approval and will include acknowledgment of any known student allergies. If consent is not granted, reasonable accommodations will be made when appropriate. The school reserves the right to deny an animal request at any time.

Gifts to Employees and School Board Members

The School District recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.

“Gift” means money, real or personal property, a service, a loan, a forbearance, forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.

Media Center

Due to COVID restrictions, students not visit the school library, but instead, will have library books delivered to their classroom. When allowable, library books will be sent home with students. Parents will be asked to pay for any books that are lost or damaged while in their child’s possession.

School Age Care (SAC)

SAC is a Community Ed sponsored program. This program provides quality before and after school care for children grades K - 6. The K-1 program is housed at South Elementary. Children enrolled in the program will participate in a variety of planned and supervised activities. The staff allows time for play, study, and encourages creative and social growth. Weather permitting children may spend a part of each day playing outside.

The before school program is open on school days from 6:30 a.m. until the start of school. Students have the option of bringing their own breakfast or participating in the school’s breakfast program. In the event of a 2 late start to our school day, morning SAC will still be open, but there will be no school breakfast program. If school is canceled after a late start was announced, SAC will close at 10:00 a.m. All children that are already in attendance at SAC will need to be picked up by 10 a.m.

The after school SAC program is open on school days and runs from 2:45 until 5:45 p.m. A nutritious snack is served each day. Registration forms and information are available at Community Ed, call 934-3048.

Responsible Student Use of Technology

Technology devices are intended for use at school and home each day. class assignments, assessments, additional course content delivery will occur on the devices.

Backgrounds, Passwords, and Apple IDs

Inappropriate media may not be used as a background or stored on the device. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions. Take care to protect your passwords. Do not share your passwords. Elementary iPads will not require individual Apple IDs. Chromebooks will require a School District issued Gmail username and password.

Printing

Printing from technology devices is NOT supported by the School District of Saint Peter. When requested by the teacher, use digital submission of assignments to reduce the printing expenses.

Accessing, Managing and Saving Your Digital Work

Most course content creations will not be saved to the devices. They will be uploaded to a cloud service, or emailed/shared with the student's teacher. Cloud-based storage systems, such as Google Drive, will be available for student use. Google Drive includes a suite of products (Docs, Slides, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files.

Acceptable Use Guidelines

General Guidelines: Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the School District of Saint Peter. Students are responsible for their ethical and educational use of the technology resources of the School District of Saint Peter. Students will recognize that their reputation in cyberspace is nothing to take lightly. One's digital footprint can last a lifetime.

Access to the School District of Saint Peter technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the District's Internet Safety and Acceptable Use (Board Policy 363.2).

Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, and threatening or obscene material.

Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

Privacy and Safety

Do not go into unapproved social media sites, chat rooms, or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes. Do not open, use, or change files that do not belong to you. Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords or passwords of other people. Remember that storage is not guaranteed to be private or confidential.

If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately, and report it to a teacher. This is an open share policy, students who report inappropriate material will not be disciplined if they do so in an immediate manner.

Any sharing of student work and/or student images on school district sites, and/or school district-sanctioned sites will first have to be approved by parents.

Legal Property

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.

Violation of applicable state or federal law, including the Minnesota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

Electronic Communication

Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others. Do not send mass emails, chain letters or spam. Email & communications sent/received should be related to educational needs.

Email & communications are subject to inspection by the school at any time.

Consequences

The student in whose name a system account and/or a technology device is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of this document or the District's Internet Safety and Acceptable Use will result in disciplinary action. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Technology Device Identification

Student technology devices will be labeled in the manner specified by the school. Devices can be identified by their serial number. Devices are the responsibility of the student and teacher. Students found to be vandalizing devices on purpose may be subject to disciplinary action.

Account Security

School issued user IDs and passwords may be used to access course content and materials. User IDs and passwords are confidential and should not be shared. Students can reset their passwords with the assistance of the Library Media Center Help Desk when necessary.

Damage/Repair Fees

Damages and repairs will be dealt with on a case by case basis as per the student handbook school district property usage policies. Fines will be levied if need be with prices never to exceed the full cost of the device and/or case.

Illness - What happens if a child becomes ill at school?

South Elementary will be following all Minnesota Department of Health protocols regarding COVID. If a child becomes ill at school and would need to go home, school personnel will call the parent at home or at work. If the parent cannot be reached, the person you have designated as your child's emergency alternate will be called. A transportation arrangement for the ill child is the responsibility of the parent.

Sick Child - When should a child stay home?

In compliance with the Minnesota Department of Health protocols, all families are asked to self screen their child prior to sending to school. Please follow the plan outlined in the Parent/Student COVID Reopening Handbook.

Emergency Information

Parents have access to make phone and address changes on our district's Infinite Campus information system. Each child is required to have emergency information on file. Please notify the District Registration Office if your family's information changes. It is the parent/guardian's responsibility to make arrangements for proper care in the event of illness/injury. If the parent is unable to be reached, other contacts will be called and asked to assume temporary care of the child or make decisions in regard to the care of the child. In the event of an emergency or serious illness, it is the policy of the St. Peter Public School District #508 to provide appropriate medical response and to contact the parent/guardian in a timely manner.

In a life-threatening emergency, the school will contact emergency response personnel immediately. The parent/guardian, or designated emergency person will be contacted at the same time. If the situation is not life-threatening, but the student requires urgent care and the school cannot contact a parent/guardian or designee, school personnel will transport the student to the St. Peter Clinic or St. Peter Community Hospital for care. When parents arrive at the clinic or hospital, they will be able to change health care providers at that time if they so desire. It is the responsibility of the parent/guardian to pay any incurred medical expenses.

Staying Indoors at Recess

Except during inclement weather, students are expected to be outdoors at recess. It may be necessary, on occasion, for students to stay in for health reasons. A parent's written request is needed for a child to remain inside at recess; and a doctor's excuse will be expected if a student needs to stay in for an extended amount of time.

Medication

Any medication a child takes during the school day needs to be kept in the school health office. Exceptions to this are epi-pens for allergic reactions. In the event that a child's teacher will have access to the epi-pen, it is required that the health office is informed of the condition so they can properly train the teacher on how and when to use the epi-pen.

All medications require the following to be administered in the school setting:

1. A statement from the physician for the administration of medication
2. Written parent consent for the administration of medication in the school setting.
3. Medication must come in its original container from the pharmacy with the accurate pharmacy label and instructions. Over the counter medications must also come in the original container with the original medications in the bottle. Medications that are not in the original containers cannot be given by school personnel.

Communicable Disease

If your child develops a communicable disease throughout the school year we encourage you to notify the school health office. This will help us to identify other students with similar symptoms. Some examples of common communicable health concerns are chicken pox, pink eye, strep throat, head lice, impetigo, and influenza. Please call the school nurse if you have questions regarding your child's illness or have questions about returning to school. Staff and students are encouraged to get an annual influenza vaccine to prevent influenza.

Immunization Law

Minnesota State Law requires all children attending schools to be fully immunized against diphtheria, tetanus, pertussis, (DTaP), polio, and measles, mumps, and rubella (MMR), Varicella, and Hepatitis B. A student entering grades 3-6 should have the following vaccines if they are fully immunized: Five dtap, four polio, two measles mumps and rubella vaccine, two varicella vaccine, and three hepatitis B vaccines. These vaccines are required to be on file in the school health office for a student to be in school. Students who are not fully immunized will need to update their vaccinations to remain in school. Parents who hold medical or conscientious objections to the vaccine law will need to submit the vaccine exemption portion of the immunization form for their students to be in school. Students who do not provide documentation or conscientious objection paperwork by the identified deadline, will not be allowed to attend until such paperwork is provided. The school nurse will assist families to identify low cost vaccines in the community if needed.

Student Records and Information

The school district maintains select information necessary to carry out an effective educational program for each child. Parents have the right to examine the contents of their child's records. Others having access to the records include school staff that have a legitimate educational purpose, another school district, a college or educational institution in which the student may enroll, and the courts when a record is requested by judicial subpoena. Only with written parental consent will a student's record be available to any other party. It shall be the policy of #508 to designate the following personal identifiable information contained in a student's education record as "directory information", and it will disclose that information without prior written consent: student's name & grade level. However, due to the age of our South students, many parents often inquire about contact information for other students within the classroom. At the beginning of the school year, parents will be asked to sign a waiver if they prefer that their address and phone number NOT be given out to other parents, as requested, for setting up playdates, birthday parties and other out of school events.

Equal Education Opportunity

All school employees are committed to enhancing students' quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all. The school seeks to ensure equitable access and opportunities in all areas of educational programming. Teachers, students and families who seek reasonable accommodations for students are asked to convene the student's learning team to develop an appropriate plan. Any person having questions are asked to contact the building principal or the Superintendent of Schools.

Trespassing on School Property

It is a misdemeanor for a person to enter or be found in a public or non-public elementary, intermediate, middle or secondary school building unless the person:

1. Is enrolled as a student in the school, a parent or guardian of an enrolled student in the school, or an employee of the school or school district;
2. Has permission or an invitation from a school official to be in the building;
3. Is attending a school event, class or meeting to which the person, the public or the student's family is invited;

4. Has checked in the school building in a manner required for visitors to the school. (Office)

Child Abuse and Neglect Law

In accordance with the State Law (Statute Number 626.556) all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused shall be reported immediately to the local welfare agency.

Teachers may report all such cases directly to the local welfare agency or may seek the assistance of the building principal, or the school counselor. Reports will be made by telephone with a follow-up letter, and will remain confidential information among the persons listed above.

Smoking Policy

Because the Board of ISD 508, St. Peter, is aware of the warning issued by the Surgeon General concerning the dangers of tobacco use; and because the health and physical education programs promote programs to discourage the use of tobacco products; and because studies indicate that passive smoke inhalation may be dangerous to the health of non-smokers; and whereas teachers and other adults may be viewed as role models by students to emulate, it shall be the policy of this Board to declare all buildings and vehicles of ISD 508 as tobacco free areas for all persons at all times. Further, it shall be requested of all persons attending school functions to refrain from using tobacco products on school grounds as well. Students are prohibited from using or possessing tobacco products on school grounds at all times.

Weapons Policy

POLICY - It is the policy of the school district to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, the district takes the position of no tolerance for weapons in our schools, except as specifically stated below. All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building principal or designee. School environments include, but are not limited to: district-owned buildings; leased or rented facilities; school-sponsored activities; field trips; school vehicles and school buses (rented or owned); and school bus stops. Anyone found to be in possession of a weapon in any area defined in this policy, before, during, or after school hours is subject to administrative and/or legal actions.

POSSESSION - Students and non-students, including employees and other adults, are forbidden to knowingly or voluntarily possess, store in any area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in any of the school environments listed above.

STUDENT REPORTING - Students who see or become aware of a weapon at school must not touch it or remain in the presence of a person or group if a weapon is present. Students must notify an adult immediately for the safety of all concerned.

WEAPONS - "Weapon" means any firearm, whether loaded or unloaded; any chemical, substance, device or instrument designed as a weapon; or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

CATEGORY I WEAPONS - The district takes a position of "Zero Tolerance" on the following objects:

1. All firearms, whether loaded or unloaded.
2. Other guns of all types including pellet, B-B, stun, look-alike, and non -functioning guns that could be used to threaten others.
3. Knives, switchblades or automatically opening blades, daggers, swords, razors.

4. Artificial knuckles or other objects designed to be worn over the fist or knuckles.
5. Blackjacks, clubs, nunchucks, throwing stars.
6. Explosives.
7. Poisons, chemicals, or substances capable of causing bodily harm.
8. Bow and arrows, slingshots.
9. Any other device or instrument used to intimidate, threaten or inflict harm.

CATEGORY I VIOLATION BY STUDENTS - The procedure for all offenses is:

1. Confiscation of the weapon (if it can be done safely), or call 911 and request assistance if needed.
2. Notification of Superintendent of designees.
3. Hold an administrative hearing with student(s) which will include:
 - a. Notification of parent/guardian.
 - b. Initial suspension from school for up to five days.
 - c. Involvement of police with recommendation to charge.
 - d. Recommendation to the Superintendent regarding expulsion.
4. Federal law requires the expulsion from school for a period of not less than one year, any student who brings a firearm to school.

CATEGORY I VIOLATION OF OTHER YOUTHS AND ADULTS, INCLUDING EMPLOYEES -

1. Immediate police involvement with recommendation to charge.
2. Employees will also be subject to district investigation and application of relevant district policies and disciplinary procedures.

CATEGORY II WEAPONS (POSSESSION OF OBJECTS WHICH MAY OR MAY NOT BE CONSIDERED WEAPONS) -

While this policy represents a "Zero Tolerance" position on weapons and/or look-alike weapons, there are several objects which are questionable regarding whether they are considered weapons and whether the presence of these objects requires activation and enforcement of this policy. The administrator may use his/her discretion when interpreting use and intent with such objects. Such potentially dangerous objects may include, but are not limited to:

1. Small pocket knives, razor blades.
2. Fireworks, firecrackers, and smoke bombs.
3. Throwing darts.
4. Nuisance items and toys.
5. Unauthorized tools.
6. Mace.

CATEGORY II VIOLATION BY STUDENTS - The procedure for offenses is:

1. Confiscation of object or weapon (if it can be done safely).
2. Notification of parent/guardian.
3. Hold an administrative hearing with student(s) which may include:
 - a. Initial suspension from school for up to five days.
 - i. involvement of police with recommendation to charge.
 - ii. Recommendation to the Superintendent regarding expulsion.

CATEGORY II VIOLATION BY OTHER YOUTHS AND ADULTS, INCLUDING EMPLOYEES:

1. Administrative decision on police involvement with recommendation to charge.
2. Employees may also be subject to district investigation and application of relevant district

policies and disciplinary procedures.

ADMINISTRATIVE DISCRETION REGARDING POSSESSION:

1.K-12: A student who finds a weapon on the way to school, on school property, or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

2.K-6: While this policy represents a "Zero Tolerance" position on weapons possession on school property and on or at those places or vehicles listed above and is intended to prohibit all weapons for any reason, there could be a very rare occasion when a weapon is inadvertently brought onto school property or is in one's possession. If such an occasion is clearly the case, the elementary building principal, after a thorough investigation, may use discretion in determining the appropriateness of applying "Category II" consequences for a "Category I" violation (other than firearms - item d, Category I Violation by Students).

AUTHORIZED INSTRUCTIONAL AND WORK-RELATED EQUIPMENT AND TOOLS - While this policy represents a "No Tolerance" position on weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will take effect.

EXCEPTIONS - This policy pursuant to Minnesota Statutes, provides for the following exceptions:

- 1.Licensed peace officers, military personnel, or students participating in military training, who are performing duties.
- 2.School district approved firearm safety courses or activities conducted on school property.
- 3.School district approved possession and use of dangerous weapons by ceremonial color guard.
- 4.School district approved gun or knife show held on school property.
- 5.School district approved possession and use of starter guns for athletic contests.
- 6.Possession of dangerous weapons with prior written permission of the building principal.

The Minnesota Pupil Fair Dismissal Act. Minn. Stat. 127.26 to 127.39 applies to all pupils. Accordingly, all students, regardless of disability, will be suspended from school for one to five days, pending further investigation of the weapons policy violation. If the alleged violator is "a student with a disability" pursuant to Minnesota and federal law, special due process procedures are required. Within five days of a suspension, a team meeting shall occur. The team shall determine whether the weapons policy violation is related to the disability. If the team determines that the misconduct is unrelated to the student's disability, the student will be disciplined in the same manner as students without disabilities. The disabled student who violates this weapons policy will not be expelled if the assessment team determines that the misconduct is related to the student's disability. If the misconduct is related to the student's disability, and if following suspension and readmission to school the student continues to violate this policy; and if the parent or guardian will not agree to a more restrictive placement, school officials may seek court assistance to expel the student.

Drug, Alcohol and Assault Policy

POLICY - It is the policy of this school district to maintain a positive, safe, and secure learning and working environment. In striving to attain such an environment, the district takes the position of no tolerance for illegal drug/alcohol possession, use, sale, or distribution in our schools. In addition, the district takes the position of no tolerance for assault in our schools.

IMPLEMENTATION - The students, staff, parents, and community will be continually educated in the understanding and implementation of this policy. Police officers will also be involved in the educational aspects, implementation, and enforcement of this policy. Staff, students, parents, and community groups will be involved in developing, implementing, and extending programs which address problems regarding chemical use and assault. All groups will also be involved in sharing information which could lead towards dealing with potential problems or solving existing problems.

A. Possession, sale, use, or distribution of illegal drugs/alcohol.

Students are forbidden to knowingly or voluntarily possess, sell, use, or distribute illegal drugs or alcohol on school grounds. Such grounds have been defined by the weapons policies in place as extending 300 feet surrounding any immediate school building.

The procedure used for dealing with student offenses will be as follows:

1. Confiscation of all illegal drugs/alcohol.
2. Notification of parent/guardian.
3. Administrative hearing with the student which may include:
 - a. Initial suspension from school for up to five days.
 - b. Involvement of police with recommendation to charge.
 - c. Recommendation to the Superintendent regarding expulsion.

B. Assault

Students are forbidden to threaten bodily harm or death to other persons. While on school grounds, students are also forbidden to engage in fighting with another person or persons. *Fighting shall be characterized by aggressive violent behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from poking, pushing, shoving or scuffling.

The procedure for verbal assault (threats) will be as follows:

1. Notification of parent/guardian.
2. Administrative hearing held with the student which may include:
 - a. Assignment of detention.
 - b. Assignment of in-school suspension.
 - c. Suspension from school for up to five days.
 - d. Involvement of police with recommendation to charge.

The procedure for physical assault (fighting) will be as follows:

1. Notification of parent/guardian.
2. Administrative hearing held with the student which may include:
 - a. Assignment of detention.
 - b. Assignment of in-school suspension.
 - c. Suspension from school for up to five days.
 - d. Involvement with police with recommendation to charge.

C. Hazing

The Saint Peter Schools will not allow hazing. Hazing means to commit an act against a student or coercing a student into committing the act that creates a substantial risk of harm in order for the student to be initiated into or affiliated with a student organization. This policy is applicable both on and off school grounds and both during and after/before

school hours. Students are encouraged to report hazing incidents to any school employee, who in turn will report the incident to the principal. Students who involve themselves in hazing will be subject to disciplinary actions which conform with the Pupil Fair Dismissal Act. It will be the intent that the sanctions will be sufficiently severe to deter violations from occurring.

D. Intimidation

The Saint Peter Schools will not allow intimidation. Intimidation is the act of threatening the well being, health, or safety of any student, either verbally, by gesture, or symbols commonly understood to convey hatred or contempt for others on the basis of their sex, race, or religious affiliation.

Harassment Policy

I. GENERAL STATEMENT OF POLICY

It is a mission of Independent School District 508 (the "School District") to 1) Affirm the rights of individuals to be themselves and to be accepted in the school community; and 2) Create and maintain a physically and psychologically safe and respectful environment where learning, growth, and self-esteem can be attained by everyone. Therefore, it is the policy of the "School District" to maintain a learning and working environment that is free from harassment and violence. The School District prohibits any form of harassment or violence

It shall be a violation of this policy for any administrator, teacher, pupil or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel by this policy. It shall be a violation of this policy for any administrator, teacher, pupil or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict violence upon any pupil, teacher, administrator or other school personnel.

It will be the responsibility of all professional employees of the School District to take appropriate action against any form of harassment or violence. The School District will act to take appropriate action or discipline when this policy has been violated.

II. DEFINITIONS

A. School Personnel - School Personnel includes school board member to the supervision and control of the District.

B. Professional Employees - Professional Employees of the District include teachers,

administrators and any other persons charged with the supervision of students.

C. Harassment - Harassment consists of physical or verbal conduct when the conduct:

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

D. Violence - Violence is a physical act of aggression or assault upon another.

E. Assault - Assault is (this does not include necessary restraint of a pupil by teachers,

administrators or other school personnel to avoid physical harm to persons or property):

1. An act done with intent to cause fear in another of immediate bodily harm or death;
 2. The intentional infliction of or attempt to inflict bodily harm upon another; or
 3. The threat to do bodily harm to another with present ability to carry out the threat.
- F. Sexual Harassment - Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
4. Sexual harassment may include but is not limited to:
- a. Unwelcome verbal harassment or abuse;
 - b. Unwelcome behavior or words directed at an individual because of gender;
 - c. Unwelcome pressure for sexual favors;
 - d. Unwelcome sexual or inappropriate patting, pinching, or physical contact. (This does not include necessary restraint of a pupil by teachers, administrators or other school personnel to avoid physical harm to persons or property.);
- E. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- F. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
- G. Racial Harassment - Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
 3. otherwise adversely affects an individual's employment or academic opportunities.
- H. Religious Harassment - Religious harassment consists of physical or verbal conduct which is Related to an individual's religion when the conduct:
1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
 3. otherwise adversely affects an individual's employment or academic opportunities.
- I. Sexual Violence - Sexual violence is a physical act of aggression or force or the threat thereof which involves the

touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thighs, buttocks, or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

1. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 2. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 3. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
or
 4. Threatening to force or coerce sexual acts, including the touching of intimate parts or Intercourse, on another.
- J. Racial Violence - Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- K. Religious Violence - Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

III. REPORTING PROCEDURES

The School Board hereby designates Kelly Jensen as the School District Human Rights Supervisor to oversee the actions taken in response to reports or complaints of harassment or violence. If the complaint involves the Human Rights Supervisor, the complaint shall be filed directly with the Superintendent.

The School District shall conspicuously post the name of the Human Rights Supervisor, including mailing addresses and telephone numbers.

Submission of a good faith complaint or report of harassment or violence will not affect the complainant's or reporter's future employment, grades, or work assignments.

Use of formal reporting forms is not mandatory.

In a formal investigation, the School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

Nothing in this policy shall prevent any person from reporting harassment or violence directly to the District Human Rights Supervisor or to the Superintendent.

IV. REPORTS OR COMPLAINTS AGAINST DISTRICT PROFESSIONALS OR PERSONNEL

A. Reporting Procedures. Any person who believes he or she has been the victim of harassment or violence by an administrator, teacher, or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to the appropriate building principal, the District Human Rights Supervisor, or the Superintendent.

In each school building, the building principal is the person responsible for receiving and investigating oral or written reports of harassment or violence at the building level. Any adult School District personnel who receives a report of harassment or violence by an administrator, teacher or other school personnel shall inform the building principal

immediately. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. The building principal may request, but may not insist upon, a written complaint.

Upon receipt of a report, the principal must notify the School District Human Rights Supervisor immediately, without screening and prior to investigating the report. A written statement of the facts alleged will be forwarded as soon as practical by the principal to the Human Rights Supervisor. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Supervisor. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Supervisor by the reporting party or complainant.

B. Investigation. By authority of the School District, the Human Rights Supervisor, upon receipt of a report or complaint alleging harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Conduct which constitutes harassment or violence of a sexual, racial or religious nature shall be considered most seriously. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged harassment or violence.

The investigation will be completed as soon as practicable. The School District investigator shall make a written report to the Superintendent and the Human Rights Supervisor upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

C. School District Action. Upon receipt of a written report upon completion of an investigation, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, transfer, restitution, termination, or discharge. School District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

V. REPORTS OR COMPLAINTS AGAINST STUDENTS

It is the philosophy of the School District that students are in school to be educated. Therefore, any behavior which alters the effectiveness of the learning environment will be addressed and corrected. Additionally, students who

behave in ways which intimidate, offend or cause discomfort for other students or adults will first be educated regarding more appropriate and respectful behaviors.

Students will be disciplined for harassing or violent behavior when they have not responded to efforts to educate them or when the behavior is serious enough to endanger the safety of others.

All School District professionals and personnel are responsible for the enforcement of this policy. Teachers and teacher assistants will address behavior by students which is harassing or violent as such behavior is observed. Students who do not respond to teacher intervention will be referred to the building principal for further intervention. Corrective action taken at the building level may include, but is not limited to, referral to the peer-mediation program, a conflict resolution or other counseling session with a district counselor or social worker, restitution, community service opportunities in the school, a written problem solving paper, a conference with the student's parent(s), and a warning conference with the student. Disciplinary action for severe behavior may include any of the above, as well as suspension, exclusion, expulsion, and a report to law enforcement. Harassment which is sexual, religious, or racial in nature, and any form of physical violence will be treated as severe behavior.

Building principals must maintain written records of interventions attempted to correct harassing and violent behavior. This record will be available to, and reviewed by, the District Human Rights Supervisor on a regular basis.

Nothing in this policy, nor any action by any District professional or personnel shall discourage or prevent any student from filing a written complaint of harassment or violence with the building principal, the District Human Rights Supervisor, or the Superintendent. A copy of all written complaints must be sent immediately to the District Human Rights Supervisor, and an investigation by the building principal must commence within one school day of receipt of the complaint. The building principal will forward to the Superintendent and the Human Rights Supervisor a written statement of findings and action taken when such investigation is complete.

VI. REPRISAL

The School District will discipline or take appropriate action against any administrator, teacher, pupil, or other school personnel who retaliates against any person who reports alleged harassment or violence of any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATE COMPLAINT PROCEDURES

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

VIII. HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. S 626.556 may be applicable.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence, or abuse.

XI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each District building in areas accessible to pupils and staff members.
- B. This policy shall appear in the student and teacher handbooks.
- C. The School District will develop a method of discussing this policy with students and employees.
- D. This policy shall be reviewed at least annually for compliance with state and federal law.

POLICY TO PROHIBIT DISCRIMINATION

It is the intent of the School Board Policy of Independent School District No. 508 to comply with federal and state law prohibiting discrimination to the end that no person

shall on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program; or in employment or recruitment, consideration or selection therefore, whether full-time or part-time under any education program or activity operated by the district for which it receives federal financial assistance.

Inquiries regarding compliance with the Policy to Prohibit Discrimination may be directed to District Human Rights Officer, St. Peter Public School, St. Peter, Minnesota, Telephone 507-934-4210 or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C. 20201

POLICY TITLE IX GRIEVANCE PROCEDURE

Students or employees of Independent School District 508 who feel that they have been discriminated against in violation of the District's Policy to Prohibit Discrimination shall avail themselves of the following grievance procedure:

I. FILING, TIME LIMIT FOR FILING:

- A. A student or employee who believes himself or herself to be a victim of sex discrimination in violation of Title IX of the Education Amendments of 1972, may file a grievance in writing with the District's Title IX Compliance Officer if not grievable by means of another grievance procedure. The report shall include:
 - 1. The complainant's name, address, phone number, and status in the district, i.e. employee, student.
 - 2. The time, place, and circumstances of the alleged act.
 - 3. The name of the district employee or representative against whom the complaint is filed.
 - 4. Such other information that the complain-tees believe pertinent to their case.
- B. The grievance must be filed within seven (7) calendar days of the alleged discriminatory act/conduct or it is waived.
- C. The compliance officer shall within five (5) working days send a copy of the allegation to the person against whom allegations) of discrimination are made.

II. INVESTIGATION: INFORMAL CONFERENCE

- A. The district compliance officer shall make a prompt investigation of each charge filed. All parties involved in allegations of discrimination shall be notified of the date and procedures for hearings of such allegations.
- B. If, after investigation, it is the compliance officer's opinion the charge lacks foundation, the officer shall so inform the complainant within fifteen (15) calendar days of the date of filing of the charges.
- C. However, should the compliance officer's investigation disclose the possibility that the charge is valid or has some foundation, the officer shall meet informally with the complainant and the district officials/employees involved and endeavor to arrive at an equitable solution to the problem.

III. APPEAL: TIME LIMITS ON APPEALS

- A. If the complainant is dissatisfied with either the results of the informal conference or the compliance officer's finding that no violation of Title IX has occurred; the complainant may appeal that decision to the School Board. Such an appeal must be taken within five (5) days from the date the complainant was informed of compliance officer's decision.
- B. The appeal must be in writing and state with particularity the reasons the complainant disagrees with the compliance officer's disposition of his/her case.

IV. OPTIONAL HEARING PROCEDURES, DECISIONS REVIEW BY BOARD

- A. If the grievance is not informally resolved, both the complainant and the alleged discriminator shall have the opportunity to be heard on their own behalf.
- B. The hearing will be held before any one of the following, at the option of the school board:
 - 1. The full school board
 - 2. A committee of three school board members appointed by the board chairperson
 - 3. A district administrator recommended by the compliance officer and approved by the board
- C. The written decision issued as a result of a hearing held pursuant to this section shall be final, subject to review by the full board as provided in the following statement.
- D. The school board may accept, reject or modify the relief recommended by its designee or the committee of three board members.

Bullying

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.

I. 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 an 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, false reporting of bullying, or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with School District's policies and procedures.

The School District may take into account the following factors:

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

G. The School District will investigate all complaints of bullying 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.

H. Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions and education about bullying up to and including suspension, and/or expulsion. 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 and/or termination of services and/or contracts.

II. 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 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 signs, signals, 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.

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

D. "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.

E. "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.

F. "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.

G. "Student" means a student enrolled in the public school.

III. REPORTING PROCEDURE

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy:

1. Shall report the alleged acts immediately to an appropriate School District official; or
2. A person may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report.

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.

- D. 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 bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- E. A teacher, school administrator, volunteer, contractor, or other School District employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building report taker immediately.
- F. 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.
- G. 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.
- H. 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.

IV. 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 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 bullying or other prohibited conduct, the complainant, the reporter, and School-district personnel who fail to inform the building report taker of conduct that may constitute bullying, or other prohibited conduct, in a timely manner may be subject to disciplinary action the building principal or responsible authority will be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation students or others, pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of 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 bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct. 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 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.

V. 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 makes a good faith report of alleged bullying, or prohibited conduct, or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying 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.

VI. 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, and publications on school rules, procedures, and standards of conduct.

B. The school district shall require ongoing professional development 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:

- A. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
- B. the complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
- C. 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;
- D. The incidence and nature of cyberbullying; and
- E. 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:

- a. Engage all students in creating a safe and supportive school environment;
- b. Partner with parents and other community members to develop and implement prevention and intervention programs;
- c. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
- d. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
- e. Teach students to advocate for themselves and others;
- f. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
- g. 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 in the student handbook.

VII. 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 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.

Decisions in the Absence of School Board Policy

When a situation arises that is not covered by School Board policy and requires immediate attention, the Superintendent will act to resolve the situation. The Superintendent shall inform the School Board, as soon as practical, that such an action has been necessary. At the discretion of the School Board Chair, the Superintendent's decision will be reviewed at an appropriate time.

POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. Revisions shall be made in consultation with students, parents, and community organizations.

Release of Directory Information

WHEREAS, the School District has occasion to release such information, it shall be the policy of the School District to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent:

1. the student's name
2. the student's grade level
3. the student's weight and height, if a member of an athletic team
4. pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events

Parents or guardians of a student or an eligible student (student who is 18 years of age or older or a student attending a post-secondary school) shall be given public notice of this policy on an annual basis and informed of a date by which they may object to the disclosure of such information. Upon notification to the School District on a form provided by the School District, such information pertaining to the student shall not be released.

Corporal Punishment

The School Board prohibits the use of corporal punishment. However, in accordance with M.S. 60.379, reasonable force may be used by a teacher or other member of the instructional, support or supervisory staff of a public school when necessary to restrain the child from hurting him/her self or any other person or property.

Interrogations and Searches

The school administration retains control over lockers and desk space loaned to students and regulates admission and parking of vehicles on school grounds. School principals have the right and duty to inspect and search students' lockers and desks and student or non-student vehicles when a principal reasonably suspects, upon information received from the police or otherwise, that drugs, weapons, dangerous, illegal or prohibited matter or goods stolen from the school or from members of the staff or student body are likely to be found therein.

In addition, school principals will conduct periodic inspections of the school locker areas and/or the parking lots on district premises. These inspections may be announced or unannounced and may be carried out using specially trained dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy.

School principals also have the right and duty to search a student's person if he/she has a high degree of suspicion that drugs, weapons, dangerous, illegal or prohibited matter, or; such stolen goods are likely to be found on the student's person. The results of such a search may be turned over to the police for inspection or examination and may be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings.

Searches and inspections may be carried out without notice, without consent and without a search warrant.

The superintendent of schools will develop reasonable guidelines that address specific needs of the school district related to searches of the school buildings, grounds and a student's person. Guidelines shall be clearly communicated to students and parents/guardians.

Equal Employment

001.4 Equal Educational Opportunity

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits the harassment or bullying of any individual. For information about the types of conduct that constitute a violation of the school district's policy on harassment, violence and bullying, and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment, violence and bullying.
- C. This policy applies to all areas of education including academics, coursework, and co-curricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy.
- E. Any person having any questions regarding this policy should discuss it with a building principal or the Superintendent of Schools.

Citizen Complaints and Review

006.12

I. GENERAL STATEMENT OF POLICY The School Board recognizes the right of citizens to register complaints about instructional materials used in the curriculum of the School District. The School Board also recognizes that it has the authority to make final decisions on all complaints about instructional materials, including textbooks.

II. DEFINITIONS

- A. Instructional materials shall be defined to include all textbooks and supplementary instructional enrichment materials in which there is specific reference to the various curriculum guides or, in the absence of definitive curriculum guidelines, instructional materials that are considered basic and essential to the curriculum offering.
- B. An inquiry is defined as a request for information about instructional material used within the classroom.
- C. A complaint is defined as a demand for deletion of instructional material from the curriculum or the exemption of a student from a phase of the prescribed curriculum.
- D. Alternative instruction is instruction for a portion of the curriculum that a parent, guardian, or an adult student 18 years or older finds objectionable.

III. INFORMAL COMPLAINT PROCEDURE

- A. All instructional materials shall remain in the curriculum until the procedures listed below have been fully completed.
 1. Inquiries or complaints shall be directed to the building principal.
 2. The building principal shall then assume responsibility for processing the inquiry or complaint on an informal level.
 3. The principal shall make available to the person instituting the inquiry and/or complaint the following:
 - a. The instructional material in question;

- b. The appropriate curriculum; and
- c. The adopted School Board policy relating to the adoption of instructional material.

B. The principal receiving the inquiry or complaint shall notify the following:

- 1. The teacher or teachers directly involved;
- 2. The department chair or grade level leader; and
- 3. The Superintendent.

C. The principal may arrange informal meetings with any or all of the staff listed in Item B.

D. If the inquiry is resolved by these means, the principal shall notify all parties concerned with the resolution of the inquiry. If the complaint is not resolved, he or she shall institute the procedure outlined in either Item IV or Item V as appropriate.

E. The principal shall submit a report of the proceedings and the outcomes to the Superintendent.

IV. FORMAL COMPLAINT PROCEDURE

A. If the complainant, after having followed the process outlined in Section III, is not satisfied with the outcome, a formal complaint procedure will be instituted.

- 1. The Superintendent shall request the complainant to file a written complaint using the form located in the Administrative Rules and Regulations.
- 2. When the formal complaint has been filed, the Superintendent shall appoint a committee according to the following formula: a. A maximum of three teacher representatives of the department or grade level where an objection has been raised and complaint filed; b. Department chair or grade level leader; c. Two principals; d. A maximum of three lay people residing within the School District; and The membership of the Committee must be an odd number.
- 3. The committee shall read and review: a. The complaint with the complainant; b. The material cited in Section III-A-3; and c. The report of the principal in Section III-E.
- 4. The committee shall provide the Superintendent with the minutes of its deliberations and a recommendation based on the factual information available.
- 5. The Superintendent shall review the relevant materials and shall notify the School Board of the committee's recommendation and his or her support of the recommendation regarding the complaint.
- 6. The School Board reserves the right to either approve or reject the Superintendent's recommendation as presented.
- 7. The Superintendent shall notify the complainant of the action taken.

V. ALTERNATIVE EDUCATION REQUEST

A. A parent, guardian, or adult students 18 years or older, may request that the School District personnel make a reasonable arrangement for alternative instruction to replace the content of material that they find objectionable. In such a case, the building principal shall:

- 1. Request that the teacher involved, in consultation with the grade level leader or department head, offer an alternative method of instruction to the complainant that meets the outcomes of the district-approved curriculum;
- 2. Request that the teacher involved review and award credit for work completed under the alternative plan; and
- 3. Notify the Superintendent of the plan for alternative instruction.

B. If the proposed alternative plan does not meet the concerns of the person making the request, the person making the request may provide the alternative instruction. In such a case, the following procedure will be put in place.

- 1. The complainant shall provide the principal with the instructional plan they will follow in providing the alternative instruction;

2. The instructional plan shall contain the learner outcomes for the student, the materials to be used in instruction and the means of assessing student achievement of the intended outcomes;
3. The instructional plan must be approved by a committee appointed by the building principal;
4. School District personnel will evaluate, assess, and award credit on the quality of a student's work under this alternative arrangement;
5. The School District will not pay for costs of alternative instruction.