



Albany Area Schools
Avon Elementary School

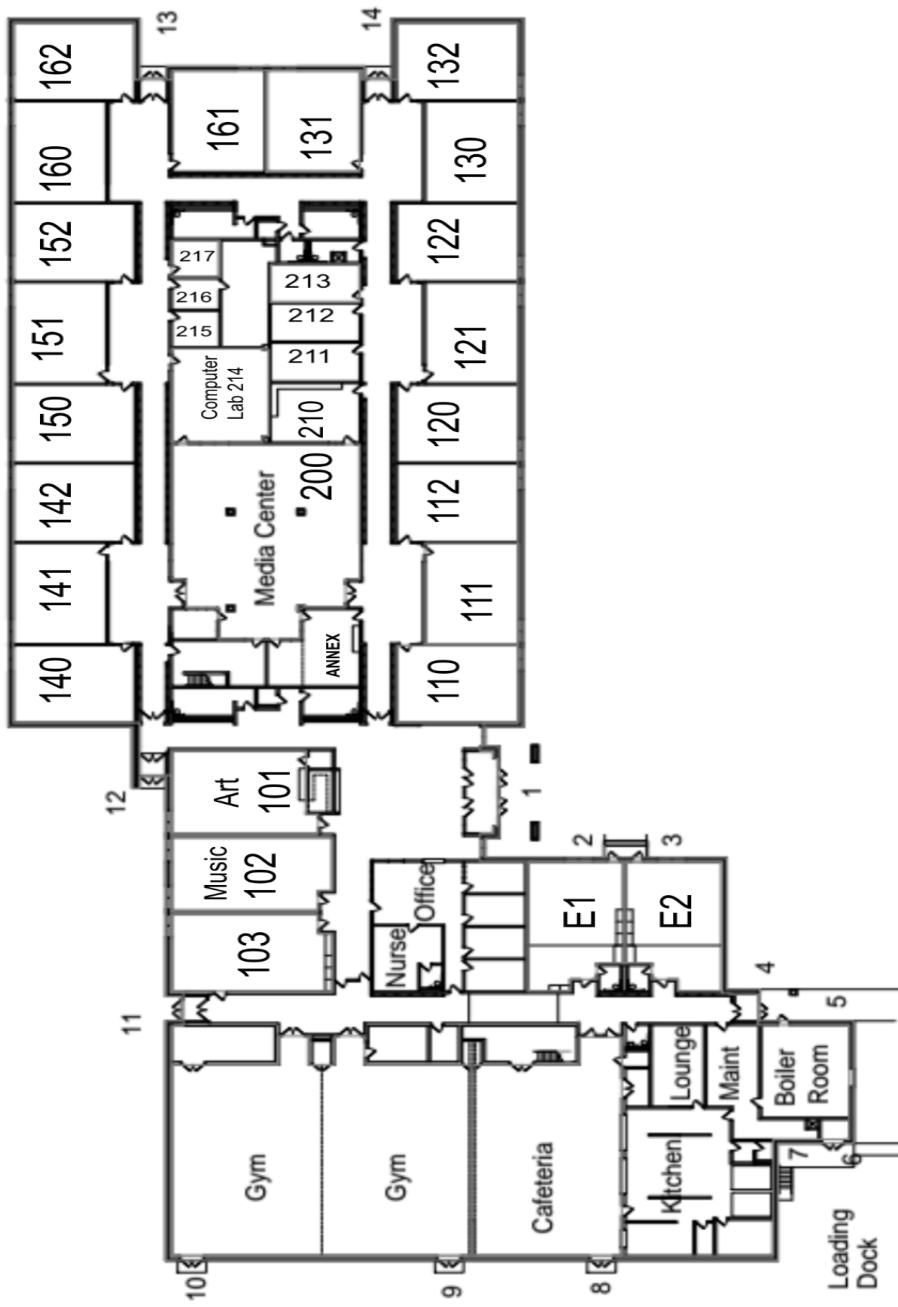
STUDENT/PARENT HANDBOOK
2022 - 2023

SCHOOL BOARD APPROVED

TABLE OF CONTENTS

SCHOOL MAP	2
DISTRICT CALENDAR	3
WELCOME TO OUR BUILDING AND DISTRICT	4
PHONE DIRECTORY	6
SCHEDULES AND FAMILY INFORMATION	8
FOOD SERVICE	11
TRANSPORTATION/TO/FROM SCHOOL	12
PAWSITIVE PRIDE (Discipline)	14
STUDENT INFORMATION	17
HEALTH OFFICE	18
ATTENDANCE, TARDINESS, MAKEUP WORK	21
SCHOOL BOARD POLICIES	24
STUDENT INTERNET ACCEPTABLE USE POLICY/CONTRACT	34
PARENT/GUARDIAN CONSENT FORM	35

**Avon Elementary
Building and Classroom Map**



Albany Area Schools

2022-23

SCHOOL DISTRICT CALENDAR

Approved February 9, 2022



August 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

ENTRANCE CONFERENCES
August 31 & September 1

FIRST & LAST DAY OF SCHOOL
September 6
May 26

October 2022						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

EARLY OUT
November 4

January 20
April 28
May 26

NO SCHOOL

**PROFESSIONAL DEVELOPMENT DAY
NO SCHOOL FOR STUDENTS**

February 2023						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

January 16
March 24

FEBRUARY 16TH
No School PreK & Elementary
Grades 6-12 At Home Learning Day

AT HOME LEARNING DAYS
October 7
December 9
March 10

GRADUATION
May 26

End of Quarter
Quarter 1 - November 4
Quarter 2 - January 20
Quarter 3 - March 23
Quarter 4 - May 26

End of Semester
Semester 1 - January 20
Semester 2 - May 26

Conference Dates
MIDDLE & HIGH SCHOOL
October 3
December 8
February 23
April 20

ELEMENTARY
November 15, 17, 21
February 9, 13, 14

May 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

E-LEARNING PLAN
In the event of a school closure due to inclement weather, learning expectations for all students continue through e-Learning activities. **Elementary** Students will work to complete the requirements of the e-Learning plan that was shared by their teachers. Attendance will be taken as students turn in completed work within a three day allotted window. **Secondary** Students must log in to period 1 by 9:45 AM via Schoology. Period 1 teachers will take attendance and enter it into Infinite Campus. **More details can be found on the District Website**
District > About Us > e-Learning Plan

WELCOME AVON ELEMENTARY STUDENTS AND FAMILIES

Welcome to Avon Elementary and Albany Area School district #745. Our learning environment serves nearly 400 students from Preschool - 5th Grade. We are fortunate to have 60+ experienced staff members who are extremely dedicated to ensure each child in our building has a positive learning experience. Our goal is to work closely with families to promote a safe and secure environment in which each child's involvement is a comfortable one. Our curriculum and instruction will focus on meeting the needs of every child socially, emotionally, and academically.

Avon Elementary has embraced School Wide-Positive Behavioral Interventions and Supports (SW-PBIS). Our PBIS program is called PAWSitive Pride. The PBIS framework includes practices that provide students with feedback on the accuracy and use of their social skills and behaviors, in the same manner that feedback is provided for successful and accurate academic performance. Our PAWSitive Pride program supports and enhances each child's experiences by teaching positive and preventive behavior management strategies.

We have much to be proud of at Avon Elementary! We have students, staff, parents, and community that work well together to make our school a positive, caring, collaborative, and successful place to be!

This handbook contains helpful information about our school. Avon Elementary has adopted certain procedures which permit each student an opportunity to function effectively within the school environment.

On behalf of the staff at Avon Elementary School, THANK YOU for your support!

Yours in Education,

Jason Mielke
Avon Elementary Principal
jmielke@district745.org

INDEPENDENT SCHOOL DISTRICT # 745 MISSION STATEMENT

Albany Area Schools cultivates and nurtures engaged critical thinkers
who are lifelong learners.

DISTRICT #745 SCHOOL BOARD MEMBERS

**SCOTT HANSEN
TIM SANDS
LYNN PENNIE
AMY SAND
OZZIE CARBAJAL
MATT KREUZER
DONALD WINKELS
TRAVIS OKERLUND - SUPERINTENDENT**

DISTRICT ADMINISTRATIVE STAFF

Travis Okerlund	Superintendent
Sue Clemen	Director of Business Services
Cassie Novak	Community Education Director
Kelly Neu	Community Ed. Coordinator
Alisa Schmidt	Community Ed. Administrative Assistant
Brad Jensen	Kids Company Coordinator
Heather Marquardt	Controller
Krista Dirkes	Payroll Clerk
Amy Rausch	Executive Assistant
Krista Dirkes	Payroll & Benefits Specialist
Alisa Schmidt	Food Service Director
Keith Heitzman	Transportation Director
Craig Waldvogel	Director of Technology
Asha Gregory	District Nurse

AVON ELEMENTARY TELEPHONE DIRECTORY

Every employee at Avon Elementary has a telephone. Please refer to this directory and dial the direct number. If the person is unavailable, you may leave a recorded message. Call the Office 845-5300 for help as to whom you might call for a special problem or message. Otherwise, all the calls can be directly dialed to the teacher. Call 845-followed by the extension number.

<u>Name</u>	<u>Position</u>	<u>Phone</u>
Mielke, Jason	Principal	5309
Scherping, Brooke	Administrative Assistant	5300 Office (call to report absences)
Abraham, Melissa	Health Office	5305
Barnack, Benny	Grade 4	5326
Bierbaum, Kelly	Interventionist	5358
Bierscheid, Beth	Grade 4	5331
Coleman, Tim	Grade 5	5232
Conrad, Kathy	Grade 4	5327
Dale, Jenny	Adaptive/Phy Ed	5367
Eiyneck, Heidi	Paraprofessional	5300
Fleege, Christina	Paraprofessional	5300
Fleischhacker, Alyssa	PreK Teacher	TBD
Fox, Luke	Social Worker	5368
Frieler, Natasha	Cooks Helper	5353
Gibson, Gayle	Paraprofessional	5300
Grismer, Tammie	Speech Pathologist	5345
Henneck, Janice	Paraprofessional	5300
Kampa, Megan	PreK Teacher	TBD
Lodermeier, Kaylee	Art	5301
Hommerding, Darla	Custodian	5351
Huling, Arlene	Cook	5353
Kids Company	After-school Care	5352
Kost, Julie	PreK Teacher	5307
Lange, Kim	Grade 2	5328
Luzier, Molly	Grade 1	5322
Lodermeier, Kaylee	Art	5301
Mastin, Bea	Grade 1	5365
Mehr, Tiffany	Paraprofessional	5300
Meyer, Stacy	Kindergarten	5302
Molitor, Kelsey	Paraprofessional	5300
Muellner, Greg	Head Custodian	5351
Nelson, Renee	Grade 3	5312
Noska, Sue	Speech Pathologist	5364
Panek, Ken	Custodian	5351
Patnode, Steph	Social Work	5320
Pavel, Rose	ECSE Teacher	5317
Polipnick, Brittany	PreK Teacher	5227
Pooler, Bayley	ECSE Teacher	5345
Ryan, Cindy	Paraprofessional	5300

Schlosser, Crystal	Special Education	5340
Schmitz, Krista	EBD/ASD	5338
Schwenzfeier, Aaron	Physical Education	5367
Stang, Stephanie	Grade 1	5319
Stangler, Lisa	Head Cook	5353
Stich, Julie	Para/EC Screening	5369
Strom, Mindy	Interventionist	5346
	Media	5337
Sufka, Angela	Grade 3	5329
Thelen, Kelsey	Paraprofessional	5300
Thesing, Leslie	Grade 2	5314
Ryan Ulrich	Custodian	5351
Welle, Janine	Lunch	5353
Welle, Kelly	Paraprofessional	5300
Willenbring, Beth	Paraprofessional	5300
Wilwerding, Amy	Music	5316
Winkels, Maria	Kindergarten	5304
Yurczyk, Kristy	PreK Teacher	5363
Zierden, Stacey	Grade 5	5315

SCHEDULES AND FAMILY INFORMATION

SCHOOL HOURS

School begins at 8:15 A.M.

School dismisses starting at 2:58 P.M. Buses leave at 3:05 P. M.

Students should not arrive before 8:00 A.M. or later than 8:15 A.M. Upon arrival students must report directly to their classroom. We have a closed campus; students must remain on the school grounds or in the school building once they arrive and during the lunch hour.

DISMISSAL TIMES

2:58 p.m. PreSchool and Kindergarten

3:00 p.m. Grades 1 and 2

3:02 p.m. Grades 3 and 4

3:03 p.m. Grade 5

Buses leave promptly at 3:05 p.m.

PARENT DROP OFF AND PICK UP

If families need to drop off their child/ren before 7:30 a.m. or pick them up after 3:05 p.m., we have a school age child care system through Community Education. Please contact Community Education for more information on Kids Company.

PARKING

Parking is not allowed in the drop off/pick up lane in the front parking lot west of the building. The bus lane in the main parking lot is for buses only. There are several visitor spaces in the main parking lot for parent parking during visits, escorted drop-offs, and pick-ups.

VISITORS/BUILDING SECURITY

For your child's safety during school hours building access will be limited to one entrance. All visitors will be buzzed into the office upon entering the building through door #1. Visitors will be asked to swipe their driver's license and will be issued a visitor's pass. Parents are welcome, but we request that they call ahead when they wish to meet with a teacher or the principal, or to visit their children's classes. Visitor passes must be worn and visible to school personnel. All visitors must follow the district/school policies and procedures.

SCHOOL CLOSING

If school is closed, delayed or being dismissed early due to an emergency, an automated message system will be used to notify parents and guardians of the change in schedule. KASM, 1150 AM on your radio dial, KCLD, WCCO, WWJQ, WJON, and KCCO TV channel 7 will be contacted by the superintendent and the announcement will be made. If school is closed during a school day, the superintendent will notify the principal as to departure time and procedures. Principals will relay the message to the teachers and students.

EARLY DISMISSAL

When early dismissals are scheduled, we will dismiss at 12:10 p.m. and the buses will leave at 12:20 p.m.

NEWSLETTERS/CALENDARS

The Huskie Howl is a District Newsletter, outlining past and future events in Albany Area Schools. This quarterly newsletter is available on our district website and is delivered by mail to area residents. The monthly Huskie News will be emailed to parents outlining events happening at Avon Elementary; this is also available on our website along with a monthly calendar at the beginning of each school month. Parents without email access should contact the school office and paper copies of the newsletter and calendar will be provided. Albany Area Schools website address www.district745.org.

VOLUNTEERS

The general purpose of the Avon Elementary Volunteer Program is to enrich and enhance our students' curriculum and to strengthen school/community relations. Whether you are a parent, guardian, grandparent, relative or a friend, your time spent at Avon Elementary, as a volunteer, is an important contribution to a child's educational experience. As a volunteer, you will be expected to follow privacy/disclosure of information practices. We look forward to meeting each and everyone of you!

PTA-PARENT TEACHER ASSOCIATION

PTA believes that our top priority should be the education, welfare and development of children. This focus should be on the whole child, and apply to all children. The PTA emphasizes "parent empowerment" and "parent participation". Parents are the child's first teacher, the most important teacher. Although PTA units are based in schools, the objectives of the association go well beyond to include "the welfare of children and youth in the home, school, community, and place of worship". For further information, contact the school office.

FUNDRAISERS

Avon Elementary holds a number of fundraisers throughout the school year. In late September and early October, the Parent Teacher Association (PTA) holds its annual walkathon fundraiser. The PTA also holds a Fall and Spring apparel drive. These events raise money to support the students and teachers by sending each grade level on two field trips each year, pays for special events, and covers the cost of some classroom supplies. The art department has a fundraiser that allows families to purchase student's artwork transferred onto plates, coffee mugs, etc (Sept-Dec). The Physical Education department holds an annual Fitness Day event that raises money for an outside agency selected by the students each year, and also indoor fitness equipment for our building. The Preschool I and II classes hold an art show fundraiser at the Spring picnic to support their programming.

PHYSICAL EDUCATION AND REQUIREMENTS IN CLOTHING

All students in grades K-5 have Physical Education 4 days per week. In order to participate safely, students must wear tennis shoes for physical education class. (Tennis shoes with non-marking soles are preferred.) Students who wear dresses to school are encouraged to bring a pair of shorts or long pants to wear under the dress during physical education class. In case of illness or injury a parent note can excuse a child from physical education class for one (1) day. In more serious cases where your child needs to be excused for longer than one day, a doctor's medical excuse is required.

PERSONAL ITEMS

Leave your electronics at home unless you are requested by a teacher to bring one for class purposes. Posting (e.g. placing on a public web site) of any video or audio content from any classroom or school activity is prohibited unless express written permission has been obtained from an authorized school official. Severe disciplinary action will be taken against any violators of this rule. **CELL PHONES ARE NOT TO BE TAKEN INTO THE BATHROOM UNDER ANY CIRCUMSTANCES.**

PLEDGE OF ALLEGIANCE

All public school students shall recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher. Anyone who does not wish to participate in reciting the pledge may elect to do so, students must respect another person's right to make that choice. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

EARLY CHILDHOOD PROGRAMS

There are a number of preschool programs available to residents of the district. If you have any questions in regards to these programs call: Early Childhood Family Education (845-5060), Early Childhood Special Education (845-5342).

PUPIL PROGRESS

PROGRESS REPORTS/REPORT CARDS of children's individual growth and development in all school activities are viewable on **Infinite Campus**. His/her growth in health, social adjustment, work habits and attitudes is considered as well as his/her progress in reading, writing, arithmetic and other subjects. We are on a semester system at Avon Elementary.

PARENT-TEACHER CONFERENCES will be held for all students. This contact gives the parents and teachers a chance to discuss the child's growth and plan cooperatively to meet his/her needs. Parents are encouraged to ask for additional conferences at any time during the school year. Conferences result in a better understanding and an improved relationship between the home and school.

ENTRANCE REQUIREMENTS

Under existing state and school policy, a child must be 5 years of age on or before September 1st of the current school year to enter kindergarten. Updated immunizations and a copy of an official birth certificate are required for each student. All immunizations must be completed by the first day of school. Parents of elementary students will have until the end of the first semester (January 20, 2023) to complete all immunizations or the student will be excluded from school until the immunizations are complete.

TEACHER REQUESTS

If parents have an educational concern about class selection for their child, they should submit a letter of request to the building principal by April 1st, as stated by the District's policy 3.404, Policy for Requesting a Teacher. Parents are asked to state a specific educational reason for the request. Our goal is to create classrooms with an even number of boys and girls, an academic balance, and a positive social atmosphere. The previous year's teachers and the principal will finalize the class list.

TRANSFER

Please inform the school if you move from the district. Parents must sign a request for release of their child's records when they enroll in their child's new school.

VALUABLES IN SCHOOL

Students are not to keep money or other valuables in their desks or lockers. Money sent to school should be placed in an envelope with the student's name and purpose written on the envelope. If it is necessary to have money or valuables in school, students should make arrangements with the teacher or the office for temporary safe keeping.

VISITATION BY CHILDREN

Students are not permitted to bring other children with them to school as visitors...unless special permission is granted by the homeroom teacher and Principal.

ATTENDANCE, TARDINESS, ABSENCES AND MAKE-UP WORK

Regular attendance in school is important for all students and is expected. Without regular attendance, it is impossible to understand and complete work properly. A parent should call the school (320-845-5300) between 7:45 and 8:15 A.M., if their child is going to be absent. If a child is ill it is better to remain at home than to expose others to the illness.

RELEASE OF CHILD DURING SCHOOL HOURS

When you wish to have your child dismissed early, it is necessary for the parent/guardian to come directly to the office and check the child out. The child will then be called to the office. This will keep classroom disruptions to a minimum.

FOOD SERVICE

We encourage all children to take part in our school lunch program. The menus are planned and prepared by qualified personnel. To qualify for the government aid that is required to support the lunch program at a minimal cost to parents, we "encourage" that each child try all the foods that are served. Payments can be made online or by check. If payment is made by check it should be made payable to Albany Area Schools. You will be notified as to the cost of a student lunch at the beginning of each school year.

Free breakfast is offered to all students at Avon Elementary every day. Breakfast is served from 8:00-8:10 a.m.

POLICY 534 UNPAID MEAL CHARGES

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

the school nutrition program. The policy can be found on the school district's website at www.district745.org.

SCHOOL PARTIES

Seasonal parties are held during the year: Stearns County Environmental Services state that the FDA Food Code (1976,1993) states the following," Food made for public consumption must be obtained from an approved source." Homemade items would NOT be from an approved source. Law requires that items used are commercially packaged. Foods prepared in the home cannot be used as classroom treats due to hepatitis threat and other communicable diseases.

SNACKS

As part of our district's wellness initiative, families have the opportunity to purchase a healthy nutritious snack from food service. This initiative ensures that your child is receiving tasty and nutritious foods throughout the school day. Having sufficient nutrition will result in your child performing academically and athletically to the best of his or her abilities. Healthy kids make better learners.

TRANSPORTATION TO/FROM SCHOOL

BICYCLE SAFETY

Students are required to put their bicycles in racks upon arriving at school and must leave them there until they go home. The school cannot be responsible for bicycles. We encourage those students who ride bikes to school to purchase a padlock to insure their safety. Children must walk their bicycles through the intersections and when they are on school property. All students are to cross the street where the safety patrol is located.

BUS TRANSPORTATION

All students will be allowed a maximum of two pick-up/drop-off locations. These bus stops must be consistent from week to week, and all changes must be made at least 30 days in advance in writing. To request changes to your child's pick-up/drop-off location, a site change request form must be completed. Site change request forms are located at www.district745.org. click on Avon Elementary and then the parents tab where you will find the link to transportation. For safety reasons, transportation on a bus that your student is not scheduled to be a passenger on is no longer permitted. Emergency exceptions may be made at the discretion of building principals and the Transportation Director.

BUS DISCIPLINE POLICY

The students are responsible for their behavior on the bus; their behavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with these guidelines. Parents are requested to explain the importance of proper behavior on the bus. They also are expected to support disciplinary actions that are necessary to help their child change his/her behavior. Please read and explain the attached bus rider rules and procedures to your child(ren). The primary responsibility of the driver is to safely transport the students to and from school. While

transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions.

BUS RIDER RULES AND PROCEDURES

RULES

1. Follow the driver's directions the first time they are given.
2. Keep hands, arms, legs and objects inside the bus and to yourself.
3. Students must stay seated while the bus is in motion.
4. No profanity, name calling or undue loud talking.
5. Students must also follow proper procedures.
6. Students should not touch the bus cameras.

PROCEDURES

1. Students must be on time at bus stops.
2. No horsing around while waiting at your bus stop.
3. After school, students are to load the bus promptly.
4. Students must cross at least 10 feet in front of the bus; never in back.
5. Students should always wait for the driver's signal before crossing the roadway.
6. Wait until the bus is at least 300 feet from your stop before going to the mailbox (visibility).
7. Help keep the bus clean and orderly.

CHANGE OF ADDRESS

Please contact the school office when you have a change of address, telephone number, change jobs, marital status, and/or family change (emergency contact during the school day). This information can also be changed online using parent access to our Infinite Campus Student Information System. Please contact the office for more information. It is important that the school has the most current contact information for each child during the school day.

Avon Elementary PAWSitive Pride



**Respectful
Responsible
Safe
Learner**

PAWSITIVE PRIDE PROGRAM (discipline)

PAWSitive Pride Expectations are posted in each area of the school building. PAWSitive Pride Expectation Lessons will be taught early in the school year by school staff. Our PAWSitive Pride School Wide Positive Behavior Intervention Strategies/Support (SW-PBIS) is a systemic approach to discipline that consists of school-wide expectations, consistency, consequences, and rewards. It is a system of organization and uniformity. It is an effective method for increasing school safety, enhancing student social behavioral skills and creating a more productive and positive school climate. SW-PBIS views the misbehavior of a child as a skill deficit. Behavior is taught to establish a single, positive school climate and relay to both students and staff that appropriate behavior is a priority in our school.

PAWSITIVE PRIDE SCHOOL-WIDE EXPECTATIONS

	Respectful	Responsible	Safe	A Learner
Classroom Expectations: Voice Volume 0-2	-Listening to all adults -Sharing, cooperating, and helping others -Staying in my personal space -Monitoring my voice volume and using appropriate language	-Being prepared and organized -Keeping my classroom and locker clean	-Walking at all times -Pushing in my chair -Remaining quiet during emergency drills -Using learning equipment properly	-Taking pride in my work -Completing assignments on time -Being a good sport -Trying something new and asking for help when needed
Cafeteria Voice Volume 0-2	-Monitoring my voice volume -Using good table manners -Including others in my conversation -Waiting quietly and calmly in line -Following directions	-Being prepared to eat -Staying in my own space -Taking only the food I will eat and eating only my food -Cleaning the space around me -Cleaning my tray and stacking it neatly	-Walking at all times -Raising my hand to get an adult's attention -Washing my hands	-Getting to know others -Trying different foods
Hallway Voice Volume 0-1	-Staying in my personal space -Responding to others -Monitoring my voice volume	-Closing my locker quietly -Putting things in my locker -Keeping the hallways clean	-Walking at all times on the right hand side -Facing the front while walking	-Being a role model -Working quietly and staying on task

<p>Bus</p> <p>Voice Volume 0-2</p>	<ul style="list-style-type: none"> -Listening to the driver -Staying in my personal space -Allowing others to sit with me -Keeping the bus clean -Monitoring my voice volume while enjoying appropriate conversations 	<ul style="list-style-type: none"> -Being at the bus stop on time -Helping others when needed and reporting inappropriate behaviors to an adult 	<ul style="list-style-type: none"> -Knowing the emergency rules -Facing forward while sitting in my seat -Keeping items in my backpack -Staying out of the danger zones 	<ul style="list-style-type: none"> -Knowing the bus expectations -Cooperating with the bus driver and other students
<p>Bathroom</p> <p>Voice Volume 0</p>	<ul style="list-style-type: none"> -Asking permission to use the bathroom -Waiting for my turn -Giving others privacy -Monitoring my voice volume and using appropriate language 	<ul style="list-style-type: none"> -Keeping the bathroom and sink areas clean -Notifying an adult if something is needed 	<ul style="list-style-type: none"> -Washing and drying my hands -Keeping the water in the sink 	<ul style="list-style-type: none"> -Exiting quietly and returning to learning
<p>Playground</p> <p>Voice Volume 0-3</p>	<ul style="list-style-type: none"> -Listening to the playground supervisors -Lining up and going inside as soon as the whistle is blown -Coming into the building quietly -Staying away from all the classrooms and windows -Using respectful and non-threatening language -Including others and playing by the rules of the game 	<ul style="list-style-type: none"> -Putting the playground equipment away -Reporting all accidents, injuries, and other concerns to an adult on duty immediately -Helping each other solve conflicts -Asking for assistance from the supervisors if needed 	<ul style="list-style-type: none"> -Staying within the boundaries of the playground -Using the balls away from the building -Using my hands to play appropriately -Wearing appropriate clothing suited for the weather -Using playground equipment safely 	<ul style="list-style-type: none"> -Trying new games and activities



Avon Elementary Office Discipline Referral



Name: _____ **Grade:** _____ **Date:** _____ **Time:** _____

Teacher: _____ **Referring Staff:** _____

Location: Bathroom Cafeteria Hallway Playground Classroom Other _____

Others involved in incident: None Peers Staff Teacher Unknown Other _____

Problem Behavior	Possible Motivation	Interventions
<input type="checkbox"/> Disrespect <input type="checkbox"/> Non-compliance <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Inappropriate Touch <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Property Misuse <input type="checkbox"/> Technology Misuse <input type="checkbox"/> Stealing <input type="checkbox"/> Bullying <input type="checkbox"/> Harassment <input type="checkbox"/> Other	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid task or activity	<input type="checkbox"/> Review expectations with student <input type="checkbox"/> Loss of privilege <hr/> <input type="checkbox"/> Parent contact Date _____ <input type="checkbox"/> Action Pending <hr/> <input type="checkbox"/> Other <hr/>

*Please check one box in each category.

COMMENTS: _____

Reflection

1. What expectation did you not use? Be Respectful Be Responsible Be Safe Be a Learner

*Staff-remember to review the specific expectation with the student.

2. Next time, I will:
 Follow directions right away Use kind words Ask to take a break Tell the truth

Keep my hands to myself Treat property with care Think about the feelings of others

Other _____

STUDENT INFORMATION

CLOTHING

We believe that neat and proper dress contributes to desirable attitudes and behavior. Students should wear clothing that is neat, clean and appropriate. Student dress which disrupts or distracts from the teaching and learning function is not acceptable (examples of some inappropriate attire are clothes showing the midriff, showing undergarments, etc.). Strapless shirts or “spaghetti straps” are not allowed. Tank shirts should be “2 fingers” wide. Shorts or skirts should be as long as a student's fingers when placed down by their side. Clothing (shirts, hats, or other) that contain profanity, sexual innuendo, slogans that are degrading to any group or which promote alcohol, tobacco or other chemicals will not be allowed. The promotion of alcohol or tobacco is unacceptable. Students who are reported to the office as having inappropriate clothing will be asked to correct the problem. Boots and warm clothing are especially important in cold weather. Students not dressed appropriately for cold weather will still go outside, but will stand in a cleared area of the playground if they do not have boots.

RECESS

Weather permitting, all students have a 20 minute period of recess every day. Students will go outside if the temperature and windchill is 5 below or warmer. Please be sure students are prepared for the weather with boots and warm weather clothes.

EMERGENCY PROCEDURE DRILLS

Fire, tornado, and intruder drills will be held during the year to instruct the children in proper procedures for leaving the building or appropriate procedures in case of fire or emergency. Children are instructed regarding the alarm system, proper exits, where to go after leaving the building, and which part of the building to go to.

ENTRANCE REQUIREMENTS

Under existing school policy, a child must be 5 years of age on or before September 1st of the current school year to enter kindergarten. Updated immunizations and a copy of an official birth certificate are required for each student.

FEES

Because of a change in State law, it may be necessary to charge a nominal fee for some classroom activities, especially in the area of art and crafts. The school cannot charge for materials used for instruction, however, if the item is to be taken home and become the property of the students, then a fee may be charged for materials.

FIELD TRIPS/CAMPUS EXTENSION

Campus Extensions are scheduled when learning can be enhanced outside the classroom. Most trips are taken locally. You will receive a form advising you when a lesson of this nature is planned. By law, we cannot allow children to go on campus extensions without parent signed permission. Parents will complete permission forms at the beginning of the school year or when registering their student for the first time in our district.

LOST, MISPLACED OR STOLEN ITEMS

During the course of the year, students lose, misplace or have things stolen. The classroom teacher and office should be notified when items "disappear." Many items are not marked. We wish to make a number of suggestions which may reduce the economic loss: (1) Please mark items clearly if at all possible; 2) Leave items of great value at home or in the school office for safekeeping; and, 3) Report all items lost.

HEALTH OFFICE

Illness

When your child becomes too ill to remain in school, school staff will call you at work or home to request arrangements for you to take your child home. It is essential that we be able to contact you or a designated emergency contact on every school day. Please keep the school office informed of your current home, work and cell numbers. School staff will inform you of COVID 19 protocols.

Sometimes your child is sent home ill before we are sure what the illness is. If your child is diagnosed with any of the following contagious diseases, ***please call the school nurse/health assistant to be sure she knows***. It will help us to understand how widespread the condition is when we see other children. These are contagious diseases we often see in school:

- pink eye
- strep throat
- chickenpox
- COVID-19
- influenza
- planters warts
- impetigo
- head lice
- whooping cough
- ringworm

Students must stay out of school for 24 hours after their last episode of vomiting or diarrhea. Students must also be fever free for 24 hours without the use of fever reducing medications before returning to school.

Injuries & Emergencies

If your child has an injury at school that requires immediate medical care, we will attempt to contact you. If we cannot reach you, we will take whatever action we deem appropriate to protect your child's health. That includes calling 911 and/or transporting your child to the hospital emergency department. Parents or guardians are responsible for medical bills related to these decisions.

Immunizations

All students in Minnesota are required to comply with school immunization laws. Parents and guardians are responsible for supplying immunization records to schools. Families choosing not to vaccinate students are required to provide a notarized conscientious exemption form indicating each immunization declined. Exemption forms are available from the school Health Office.

All immunizations must be completed by the first day of school. Parents of elementary students will have until the end of the first semester (1/20/23) to complete all immunizations or the student will be excluded from school until the immunizations are complete.

Sunscreen

Students are allowed to have and use sunscreen at school or school events without a prescription or note from a health professional.

Health screening

The district school nurse supervises screening for hearing, vision and scoliosis. Screening is a way to identify possible problems that require further evaluation. We will contact you by letter to inform you when your child is referred for further evaluation following screening at school. Scoliosis is a progressive condition of the spine that is important to identify early, evaluate and determine treatment. Vision and hearing problems affect learning, even more acutely in young learners. Parents are expected to follow up promptly when nurses refer students for hearing and vision deficits. If medical care is a financial hardship, please ask the school nurse/health assistant to help you with resources.

- Hearing screening: Elementary grades 1, 3, & 5
Secondary grades 8 & 11
- Vision screening: Elementary grades 1, 3 & 5
Secondary grades 7 & 10
- Scoliosis screening: Girls: Fall of 5th grade and Spring of 6th grade

If parents or guardians want their child screened when their grade level is not scheduled, call your school nurse/health assistant to request a screening. Color vision is screened in boys in grade 1.

Medication at school

There are many circumstances under which students benefit from taking medication during the school day. **New medication order forms are required at the beginning of each school year.**

Medication Administration

1. Each medication, including nonprescription (over the counter) will be administered only when accompanied by a physician order, parent consent and in a pharmacy or physician labeled container.
2. Pharmacists will provide you with an extra labeled bottle for use at school at your request.
3. Medication will be administered to the student at the designated time under supervision of authorized school staff.
4. When medication dosage or time changes, the nurse will assist you to obtain a revised medical order from the physician.
5. Parents or guardians are responsible for notifying the school nurse by the next school day if there is a change in the medication or dosage.
6. Parents may bring a medication to school for their child and administer it in the Health Office when there is no medical order on file in the Health Office.

Head Lice

Lice have existed for over 2,000 years. They are hardy and resistant to all our attempts to eradicate them. Lice usually occurs among young children who play closely together. Lice are extremely fast as they move through hair. They cannot fly, jump or even crawl great distances. They need close proximity to their host to survive. They feed on blood, like mosquitoes. It is their bites that make the scalp itchy. We understand that the largest impact head lice has comes not from the condition itself but from our reaction. A case of lice often arouses feelings of anxiety and fear to a much greater extent relative to the actual threat it poses. This can lead to teasing and affect a child's self esteem. It affects parents too, with lost work time. As a community, we can de-escalate our reaction to lice and treat it for what it

is, an opportunistic infestation. Our goals are to protect confidentiality, prevent and control transmission, minimize children's school absences and prevent recurrence. Students are allowed one day as an excused absence for treatment.

SCHOOL POLICY FOR HEAD LICE

Families and school staff spend innumerable hours and expenses attempting to eradicate head lice. Millions of dollars are spent annually nationwide on lice shampoos, physician visits and parent time away from work to deal with head lice. In an effort to prevent and manage head lice outbreaks in our classrooms, we have revised our school policy. The policy revisions highlighted below clarify responsibilities of the school and parents or guardians.

- Students with live lice or nits 1/4-1/2 inch from the scalp will be sent home for treatment and nit removal.
- Students with nits farther than 1/2 inch from the scalp and no live lice can remain in the classroom.
- When students return to school after treatment with a pediculicide (lice shampoo), Health Office staff will conduct a 4-5 minute check to determine if there are live lice or nits 1/2 inch from the scalp. Health Office staff will not remove nits.
- Mass screenings for head lice will not be a part of prevention. They interrupt the education process and as a tool, they have not demonstrated a decrease in the incidence in head lice cases during an outbreak.
- Students will be taught not to share items like hair brushes, caps, headsets or other personal headgear.
- Parents are responsible for treatment and daily nit removal, treatment of other family members and treatment of the home environment to prevent re-infestation.
- Lice infestation that is repeatedly unresponsive to treatment will be referred to the District Nurse for evaluation and intervention. (The school Health Office can provide you with a copy of the full policy.)

ALBANY AREA SCHOOLS ELEMENTARY ATTENDANCE GUIDELINES

ABSENCES

A notice will be sent home to parents/guardians when:

September-December

- 5 or more excused absences
- 2 or more unexcused absences

January-May

- 7 or more excused absences
- 2 or more unexcused absences

At any point in the school year

- 3 unexcused absences
- 5 unexcused absences a truancy report will be sent to the County
- 3 unexcused tardies

TARDIES

- A student is tardy if he/she arrives between 8:15-9:30 a.m. Students who arrive after 9:30 will be marked absent for 1/2 day.
- A student is tardy if he/she leaves between 2:00-2:55 p.m. Students who leave before 2:00 will be marked absent for 1/2 day.
- A notice will be sent home to parents/guardians when there have been 8 excused tardies.
- After 8 excused tardies, each tardy will be considered unexcused.

Truancy

State law requires students to attend school each day that it is in session. Truancy is an unexcused absence. In line with Minnesota State Statute, **after 5 unexcused absences, a truancy report is filed with the County. The case may then be referred to the County Attorney or other social agencies.**

Make-up Work

All work missed or assigned because of absence must be completed to receive credit. The general rule for makeup work due to absence is a student has twice the time to do makeup work that he/she missed during the absence. For example, if a student was absent one day, the teacher would allow two days to make up for missed work after the student's return. If a student wishes to work on his/her assignments while he/she is at home, he/she or his/her parents need to notify the office/individual classroom teacher by 9:00 a.m. The assignments will then be available in the office after 3:00 p.m. the same day. They must be picked up no later than 3:45 p.m when the office closes.

Absence Due to Vacation

The student/parents should notify their teacher at least four (4) school days prior to his/her departure. All assignments will then be due the first day of his/her return. Assignments not returned at that time, unless special arrangements have been made, will receive a 0 (zero). The student must also be prepared to take any test or quizzes that he/she missed.

Inclement Weather -Albany Area Schools e-Learning Plan

E-Learning Days are a means to maintain student learning during days of inclement weather. The goal of e-learning is to minimize the disruption to academic progress caused with emergency school closures by making those out-of-school days as educationally productive and engaging as possible.

The 2017 Legislature amended the Length of School Year; Hours of Instruction (Minn. Stat. § 120A.41) to include the option of a school utilizing e-Learning days with the following guidelines:

- Due to inclement weather
- Up to five days in one school year
- Counted as an instructional day and included as hours of instruction

In the event of a school closure due to inclement weather, learning expectations for all students continue through e-Learning activities, which will serve as student contact days. Albany Area Schools will strive to provide meaningful, Minnesota State Standards-aligned, learning activities for our students on these days.

A number of other districts in Minnesota are using similar activities for e-Learning Days. We looked at what other districts were doing to get ideas in putting together a plan to best meet the needs of our students, while complying with state laws that set expectations for e-Learning days.

Attendance

Elementary:

Attendance will be taken as students turn in completed work within a three day allotted window.

Students who don't turn in work within the allotted period of time will be marked absent for that day.

Students whose family chooses to not participate in the e-Learning day are reported as absent. It is up to the school whether to consider this an excused absence, according to Minnesota Statutes, section 120A.22, subdivision 12.

Staff Expectations

Staff will be available via email and voice mail from 9:00-11:00 and 1:00-3:00 for each flexible learning day. Staff contact information is available on the Albany Area Schools website. www.district745.org.

Special Education and Intervention

Elementary and Secondary

- If students' IEP goals are not met by following the grade level plan, alternate plans will be sent home.
- If students who receive interventions are not able to follow the grade level plan, alternate plans will be sent home that focus on students' specific needs.
- Parents of students receiving Speech and Language services will receive plans via email or copies sent home from the case manager with activities outlined.

Elementary: Parents of students receiving English Learner services will receive a plan translated into Spanish.

Specialists (Elementary Only)

Plans for Art, Music, Physical Education, and Media classes will be sent home with each student. Expectations are outlined on this document.

**SCHOOL BOARD POLICY AGAINST RELIGIOUS,
RACIAL, AND SEXUAL HARASSMENT AND VIOLENCE**

(The following is a summary of the district policy, complete copies of the policy are available upon request from the Superintendent of Schools.)

1. Everyone at District 745 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.
 - a. name calling, jokes or rumors;
 - b. pulling on clothing;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters or book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District Policy against religious, racial and sexual harassment and violence. Complete policies are available in the district office upon request.

DISCRIMINATION IS AGAINST THE LAW.

ALBANY SCHOOL'S WEAPONS POLICY

(The following is a summary of the district policy, complete copies of the policy are available upon request from the Superintendent of Schools.) Students and non-students, including adults and visiting youths are forbidden to knowingly or voluntarily possess, store, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in school, on school grounds, at school sponsored activities at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property or events. According to Minnesota State Law, effective August 1, 1993 it is a felony to possess a dangerous weapon within 300 feet of a school building.

A. ZERO TOLERANCE

The district takes the position of "Zero Tolerance" on the following objects:

1. All firearms (whether loaded or unloaded)
2. Other guns of all types including pellet and B-B
3. Lead pipes
4. Bows and arrows (except authorized for instruction)
5. Knives
6. Switch blades or automatically opening knives with blades of any length
7. Black jacks, clubs, nunchucks, throwing stars, daggers, metal knuckles, and like objects
8. Explosives

Zero Tolerance will also be the position of the district when any object (whether real or look-alike) is used to injure, strike terror or threaten personal injury at or on those places or vehicles listed in the upper paragraph of this document.

THE PROCEDURE FOR ALL OFFENSES IS:

1. Call police and request assistance
2. Confiscate the weapon (if it can be done safely)
3. Hold an administrative hearing with students, which will include:
 - a. Notification of parent/guardian
 - b. Involvement of police with recommendation to charge
 - c. Suspension for up to five days
 - d. Recommendation of student expulsion

B. POSSESSION OF OBJECTS WHICH MAY NOT BE CONSIDERED WEAPONS

While this policy represents a firm “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 objects may include but are not limited to:

1. Pocket knives and edged weapons or other knives with blades less than three inches.
2. Fireworks, firecrackers, and smoke bombs
3. Throwing darts
4. Nuisance items (lighters/matches) and unauthorized tools

THE PROCEDURES FOR OFFENSES IS:

1. Confiscation of object or weapon (if it can be done safely)
2. Notification of parent/guardian
3. Administrative hearing with students, which may include:
 - a. Involve of police with recommendation to charge
 - b. Suspension for up to five days
 - c. Recommendation of student expulsion.

Policy 514 Title: BULLYING PROHIBITION POLICY

I. PURPOSE:

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY:

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on district property or 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. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, and retaliation or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:

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

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

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

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

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS:

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

A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

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

The term “bullying” specifically includes cyberbullying as defined in this policy.

B. “Cyberbullying” means bullying using technology or other electronic communications, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a

computer, cell phone or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

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

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

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

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

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

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

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal's designee or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

- D. Teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fails to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district official may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct the complainant, the reporter, and students, or others pending completion of an investigation of the bullying or prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parents or guardians of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident and of remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or section 504 team, allow the child's IEP or section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of

the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
 - G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

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

Acceptable Use Policy (Avon Elementary School)

***Student Contract**

Use of the Internet & Technological Devices

I, _____, accept and agree to abide by the rules set forth by Independent School District No. 745 and contained in the Internet Computer / Equipment Usage Policy. I further agree my use of the Internet, Computer and/or Equipment of the School District are subject to additional rules and directives issued by the instructor.

I realize the primary purpose of the District Internet connection is educational and I will limit my usage to educational purposes only.

I realize the use of the Internet, Computer and Equipment is a privilege, not a right. My access may be revoked at any time by the School District, as it shall see fit. I also acknowledge inappropriate behavior may lead to penalties, including disciplinary action, reduction in my grade or loss of credit for assignments and/or legal action.

I understand my use of School District equipment, computers and Internet access is not private and all of my activity, transmissions, documents, etc., are subject to review and monitoring by School District personnel for any reason, without notice.

I agree not to participate in the transfer of inappropriate or illegal materials through the School District's Internet Connection. I realize in some cases, the transfer of such material may result in legal action against me.

I agree not to allow other individuals to use my account for Internet activities nor will I give anyone my password.

I release the School District and all organizations related to the District's Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of Internet access, Network, Computers and Equipment of the District.

I understand the Internet contains information that is inappropriate and unrelated to educational purposes. I recognize it is impossible for the District to prevent access to all forms of inappropriate information and my responsibility to avoid such information. I will not hold the School District responsible for materials found or accessed on the District's Internet access. If I should come across, accidentally, any information that seems inappropriate and makes me uncomfortable, I will inform my teacher immediately.

Digital Citizenship

Students must follow the conditions of being a good digital citizen.

- *Respect Yourself and Others:* I will show respect for myself and others through my actions. I will post appropriate content online and carefully consider what I share. I will not use online means to bully, harass, or antagonize other people. I will not abuse my rights of access and will not enter access accounts or sites owned by other people.
- *Protect Yourself and Others:* I will ensure information, images, and other materials posted online will not put me or others at risk. I will not publish personal information, contact information, or schedules of myself or my peers. If I come across abusive or inappropriate material online, I will inform a teacher or administrator right away.
- *Respect Intellectual Property:* I will request permission to reuse copyrighted resources. I will follow fair use guidelines, and cite websites, books, and other media properly. Above all, I will act with integrity while using online resources and materials.

Dated: _____

Student Signature _____

***Parent Contract (Elementary School Version)**



Parents of students are required to review the Internet, Computer and Equipment Usage Policy with their child and to sign the consent form prior to access being granted to the student.

I, _____ as the parent/legal guardian of, _____
 (print your name above) (print child's name)

state, I have read the Internet, Computer and Equipment Usage Policy and the Student Contract for Use signed by my child. I understand and accept the responsibilities and liabilities stated that are placed on me and my child/ward as a result of signing this contract should my child/ward violate the rules.

I understand the Internet contains some material that is inappropriate for minors. I support the School District's position that students are individually responsible for not accessing such material. Unacceptable use of the School District's Internet access will result in possible suspension of privileges or other discipline. I will not hold the School District liable for any inappropriate information my child may encounter by using the School District's Internet access and expressly agree to the disclaimer provisions contained in the Internet, Computer and Equipment Usage Policy.

The items below detail separate permissions for students' use of digital education tools, the district Internet and computers, and district use of student pictures. **Please read each carefully and initial to give your consent.**

Initials		
	I give permission for my child to use the School District Internet connection, computers, equipment and networks and specifically agree to the terms stated in this document.	
	I understand occasionally my child's picture, work and/or projects may be published publicly by the School District. Such publication is intended to further the educational mission of the school district. Various web tools used by the classroom teacher allow online collaboration, enhancing both students' digital skills as well as the curriculum. I grant the School District copyrights and privileges to reproduce, adapt, publish and display my child's work and picture (names will not be displayed).	

Dated: _____

Full Parent/Guardian signature: _____