



LINDBERGH ELEMENTARY SCHOOL HANDBOOK

2023-2024

Dear Families:

On behalf of Independent School District #482, we would like to welcome your child to Lindbergh Elementary School. We, the students and staff, pride ourselves as being a school of excellence. We believe Lindbergh offers your children the best academic opportunity available to help prepare them to compete and succeed in a challenging world.

At Lindbergh Elementary, our commitment is to children. Your child will receive the best possible education because their success is our business! We have a vibrant staff of caring individuals who will nurture your child in sound educational practices, providing the individualization and direction that each student needs. It is our goal that each child meets his/her learning potential in every environment and situation.

This handbook contains helpful information about school policies and procedures. We hope that you will read and share this information with your child, and keep this handbook for future reference throughout the school year.

Thank you for your interest in Lindbergh Elementary School. Please join us as partners in your child's education to ensure that their school experience is one filled with rich rewards. Open communication is an essential part of our partnership. If you have any questions, please call! We want to hear from you.

Sincerely,

Rusty Gwost, Principal
320-616-3200

Board of Education

Chair	Sharon Ballou
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Director	Julie LeMieur
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Superintendent of Schools	Greg Johnson
Principal	Rusty Gwost

This handbook was approved at the August Board of Education Meeting. This handbook may be changed or amended at any time during the school year. Changes will be posted in the building Main Office.

MISSION STATEMENT

Little Falls Community Schools works together for each learner to achieve academic and personal growth in a collaborative, safe, and engaging environment.

BUILDING VISION

One hundred percent of students will be reading at or above proficient by 3rd grade and maintain or improve their proficiency for each subsequent year.

LINDBERGH ELEMENTARY SCHOOL FACULTY

2023-2024

School Staff

Principal	Rusty Gwost
Dean of Students	David Ross
Social Worker	Lindsey Baum, Laura DeChaine
Kindergarten	Brenda Kuehne, Cheryl Moore, Sara Wester
Grade One	Morgan Fischer, Sally Heier, Mara Roberts
Grade Two	Katie LeBlanc, Emily Nibaur, Whitney Thune
Grade Three	Shannon Bjorge, Andrea Czeck, Elizabeth Oberton, Tara Pauly
Grade Four	Melissa Berg, Tony Bergman, Peggy Rekstad, Julie Roesch
Grade Five	Joe Bartos, Brad Czech, Carrie Youngberg
Special Education	Nicole Brambrink, Meg Cameron, Brett Czajkowski, Alicia Czech, Joy Erwin, Lauren Ojanen, Chloee Larson, Kia Ploof, Michelle Schultz
ELL	Sandy Gangestad
Specialists	Kristin Haugo-Jones, Dusty Parker, Jessica Peterson, Jeremy Stadum, Darla Thompson
Title I Specialists	Carol Stumpf, Gwen Welinski
ADSI Specialists	Aimee Ballou, Jen Loukinen, Patricia ZumBerge
Administrative Assistants	Sabrina Hanfler
Educational Assistants	Christina Aker, Jennifer Bragg, Tanya Bridges, Colleen Doucette, Kristine Elke, April Erpelding, Jennifer Hanson, Terri Happke, Kathy Koester, Sarah Kronbeck, Danielle Motschke, Tracy Natvig, Hannah Plantenberg, Amy Schill, Sheila VanDenheuvel,
Nurse	Victoria Umerski
Custodial Staff	Lowell Banick, Neil Bjornson, Rose Czech, Jolene LeBlanc, Troy Murphy
Kitchen Staff	Heidi Bartos, Kris Brausen, Maria DeRoiser, Kathy Eisel, Stacie Kern, Janelle Posterick
Lunch Room/Recess	Scott Doroff

Lindbergh Elementary School

GENERAL INFORMATION

AFTER SCHOOL ACTIVITIES

Community Services sponsors various activities that students may choose to participate in. These events will be held after school three or four days a week. Fees are charged to participants. No transportation by the school will be provided for these activities.

ATTENDANCE

A direct relationship exists between attendance and academic progress. It is our hope that by working together we can maximize your child's potential for a successful school year. **If your child is going to be absent from school, please call the Lindbergh's Attendance Line (320-616-3200 and choose option 1) no later than 8:25 a.m.** For your child's safety, if we have not received your call and your child is absent, it is our policy to make phone contact with you verifying the whereabouts of your child. If we call and do not hear back from you and/or receive a written note from you regarding the absences, it will be **recorded as unexcused**.

Absences are reported in ½ day sessions. Students who arrive after 10:30 a.m. or leave before 1:30 p.m. will be marked as missing a ½ day of school.

School begins at 8:20 a.m. and ends at 3:05 p.m. Students entering the building after 8:20 a.m. will be counted as tardy. An unexcused tardy is failing to be in the classroom by 8:20 a.m. without a valid excuse.

State law requires students to attend school daily. Minnesota law defines a student as "Continuing Truant" when they have been absent from school for three days without a valid excuse.

Please see the District Policies Section – 503 Student Attendance Policy for additional information.

ASSEMBLY PROGRAMS

The elementary schools schedule assembly programs each year for the students to enjoy and learn from. In addition, middle and high school students perform for our students in music, drama, and other exciting extracurricular activities. These programs broaden the knowledge of children and make them aware of the variety of choices one has in education.

BICYCLES/SCOOTERS

Children are allowed to ride bicycles or scooters to school. Bikes should be parked and locked in the racks provided for them on the west side of the building. Students should check with their classroom teacher on where to store scooters during the school day. Bicycles and scooters cannot be used before and after school or during recess on the school grounds.

BULLY PREVENTION

Little Falls Community Schools has a Bully Prevention Policy in place (see Policy 514). "intimidation and bullying in all forms, including malicious and/or sadistic behavior, but not limited to discipline per the Student. Students/families are strongly encouraged to report incidences of bullying to the school as soon as possible.

CLIMATE AND SAFETY PLAN

The safety of students, staff and visitors who enter school buildings or participate in educational or activity programs is our highest priority. The Little Falls School District has developed a School Climate and Safety Plan to guide our efforts to: 1) promote a climate of understanding, respect and responsibility; 2) prevent occasions of harassment or violence; 3) manage critical incidents in order to minimize physical or psychological harm. To be successful, we must have the full cooperation of all community members, parents, organizations and agencies as well as consistent awareness and response of students and staff. In order to maximize successful learning, we must all be safety conscious and work as partners to meet the challenge of providing a positive climate and personal safety in our schools.

During this school year, all staff and students will be informed of the Climate and Safety Plan and what is expected of them. Information will be made available to parents and community members as well.

Evacuation drills for fire are held regularly. All children are instructed to leave the building quickly and in an orderly manner according to instructions given to them by their teacher. For a Severe Weather/Tornado drill students and staff go to designated areas of shelter within the building and will be practiced each spring. Students and staff also participate in regular lock down drills throughout the year.

Each school has a full copy of the Climate and Safety Plan along with the building procedures to be followed in the event of a crisis. If you have any questions or comments in this area, please contact your school principal or school superintendent.

CITIZENSHIP

Recognizing that the student of today is the citizen of tomorrow, the school does everything possible to promote good citizenship. Every attempt will be made during the school year to promote the patriotic ideals of our American system of government. This will be done through class work, pledge of allegiance to the flag, programs, singing, and other means at our disposal.

CHILDREN BEFORE/AFTER SCHOOL

School hours are 8:20 a.m. – 3:05 p.m. Students should arrive at school no earlier than 7:45 a.m. Supervision is not available until that time.

Elementary teachers may occasionally help children after school in making up work or if children are working on a special project and would like to spend extra time on it, they may stay after school with their teacher's permission and supervision. In such cases, they will be kept no later than 4:00 p.m. The student or teacher will notify parents/guardians when a child will be remaining late. It is in the best interest of your child if he/she is picked up after school as soon as the dismissal bell sounds. Because we have no adult supervision after dismissal, any student who is consistently loitering after 3:25 PM on a school day will be referred to law enforcement or Morrison County Social Services for intake.

CUMULATIVE RECORDS

A cumulative record is kept for every child at Lindbergh beginning with kindergarten and continuing through fifth grade. When a student completes the fifth grade, the record is transferred to the Middle School. Any parent/guardian wishing to review the cumulative folder of their child may make a request to do so in the office. The school will schedule an appointment for you to review the folder as soon as possible within ten working days or less.

CUSTODY/GUARDIANSHIP

It is important that the school is aware of any changes in legal custody. We will operate on the premise that both parents have legal custody unless we are furnished documentation to the contrary.

DISCIPLINE

The elementary schools feel that respect and kind treatment of all people and property create an appropriate environment where learning can flourish. We have developed a set of rules/expectations and consequences to ensure all students receive the best education they can. Together we can make our school building a place of harmony.

Non-exclusionary discipline are practices that are alternatives to dismissal from school which include, but are not limited to: student handbook review, counseling, social work support, social/emotional learning, PBIS/Flyer Pride, behavior contracts, restorative practices, parent meetings with teachers or administration, school-linked mental health supports, before, during and after-school detention, Saturday school, community/school service, school and family collaboration, and loss of privileges.

DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material. Any student or employee wishing to distribute non-school-sponsored materials as defined in Policy 505 should contact their building principal.

DRESS CODE

Students are expected to dress in an appropriate manner that is not disruptive to the educational process. Student dress that is not acceptable includes: Bare midriff tops, tank tops, and clothing that expresses obscene language, or symbols of sex, drugs, alcohol, or tobacco. Students are permitted to wear headgear when entering the building until they get to their classroom or locker, and when leaving the building. Headgear will not be permitted at other times except for special situations (injury, religious, or medical conditions). **Reminder: Children are outside for recess on days that weather permits. For their safety and comfort, ensure they are dressed appropriately.**

EDUCATION STATEMENT

Beginning with the 2014-2015 school year, the State of Minnesota requires that every child entering kindergarten must graduate from high school or remain in high school or in an alternative program until age 17.

ENROLLMENT & ASSIGNMENTS

Under the existing school policy, a child must be five years of age on or before September 1st of the present school year before enrolling in kindergarten. Parents/ Guardians have the option of applying for Early Entrance if the child's birthday is after September 1st and prior to October 1st (see the district's Early Entrance Policy for additional information). In order to balance enrollment among the elementary schools, the School District reserves the right of assignment.

FIELD TRIPS

All grade levels plan a field trip outside the school grounds as a part of the student's school experience. You will be notified when a field trip is taking place in your child's classroom. There will also be occasional local field trips that you will be notified of during the course of the year.

FERPA (Federal Family Educational Rights and Privacy Act)

Each year we are required to notify parents of their right to prohibit the School District from releasing directory information relating to their children, and to notify them of other parental rights under FERPA. Directory information is generally considered public, and includes information like student name, address, and photograph. It is the kind of information that we typically include in our celebration brochures, newspaper articles, and so forth. Absent a specific, written parental request to the contrary, we are generally permitted to use and/or release directory information without parental consent.

Any information about a student that is private or confidential - such as academic progress, work habits, grades, services that the student is receiving - cannot be shared with others unless a Release of Information has been signed by the child's biological parent or is directed by the court. A Release of Information would be necessary in order to share information with a step-parent (when a biological parent is not present) along with any medical facility, government, public or private agencies.

Please contact the School Social Worker at 616-3235 or 616-3212 if there would be a need for you to fill out a Release of Information.

FOOD SERVICE

- School Meals Program
 - Little Falls Community Schools Food Service Program is dedicated to providing high quality, nutritious meals each day school is in session. Studies show that school meals contribute substantially to an increase in classroom performance and to higher test scores. There is a specific link between nutrition and learning. We are here to support the school environment.
 - Breakfast is provided daily to ALL students (K-12) at NO COST. Breakfast is served in the lunchroom at the beginning of each day. Breakfast prices for adults is \$2.25.
 - In the event your child wants an additional lunch or wants to purchase milk, our meals program is a PREPAID system. Money MUST be in the account prior to mealtime; NO CASH is taken on the serving line. Cash OR Checks can be sent to your child(ren)'s school or to the Food Service Office at the High School. All family members are linked into one account, so payments can

be entered at any school your children attend. *Check* - out each child's full name w/PIN in the memo section. *Cash* - put in an envelope, with each child's full name with PIN number and the amount of cash you are sending on the outside of the envelope. Payments can be made online after setting up an account with the technology department, 632-2020. A courtesy meal, (Bag lunch containing cheese sandwich, fruit and milk) will be offered to children that do not have the appropriate amount of money in their account at mealtime. · Lunch prices: \$4.95, no cost – free or reduced (K-12). Lunch times are determined by the building principal. A second breakfast and or a second lunch is considered an a la carte item and must be priced at the adult meal rate. · Any child with Special Dietary needs, must contact the School Nurse for the appropriate dietary request forms. Forms MUST be completed before food substitutions are made. This includes lactose free milk. · *FREE or REDUCED-PRICE Meals* – a new application is required each school year. Applications are mailed to all households in the district early in August or can be picked up at any of the schools or can be downloaded from the district web site under the Food Service tab. You may apply for free or reduced-price meals anytime during the school year. Allow 10 days to process free & reduced applications, you will be notified by mail your eligibility.

Food Service information can be found at www.lfalls.k12.mn.us — *click on* – Food Service or you can call Mary Bartlett, Food Service Director at [320-632-2030](tel:320-632-2030).

HEALTH SERVICES

The school health service is founded on the premise that good health is basic to sound education and productive living. Our nurse is here to serve the health needs of our students. You should be aware of the following:

- All district buildings are staffed with licensed nurses who will conduct screening for vision and hearing, and provide health for students during school hours
- **No medication, including over the counter varieties, will be given to a student unless there is a signed permission note from the doctor and parent/guardian. All prescription medications must be in a clearly labeled bottle with the student's name and amount/time of medication.**
- All children entering Minnesota schools must be immunized according to state law against DTaP, IPV, MMR, HBV and varicella (chicken pox). A history of chicken pox illness in place of the vaccine is acceptable if verified by a doctor. **According to state law, all children must be in compliance within 30 days of enrollment or they may be suspended from school.** A notarized exemption may be provided in place of immunizations; see your building nurse for a copy of the form.
- Head lice: If a student is found to have active head lice, the parent/guardian will be notified to pick up the child and begin an accepted treatment plan. In addition, classrooms will be screened and parents/guardians notified on an as needed basis.
- Students must have a doctor's note in order to stay in from recess. Students staying in will be in the main office.

Keeping Your Child Home - Guidelines for Keeping Your Child Home from School

Parents often wonder whether or not they should send their child to school when they have a mild illness.

If your child has any of the following, you should keep him/her at home:

- Fever of 100°F or more; they should stay home for 24 hours AFTER their temperature has returned to normal.
- If your child has vomited or had diarrhea, they should stay home until 24 hours AFTER the last episode.
- If your child has any rash that might be disease related or you don't know the cause, check with your primary physician BEFORE sending your child to school.
- If your child has started on antibiotics for any reason, keep them at home until they've had a FULL 24 HOURS of medication.
- Purulent (pus-like) eye drainage.
- Symptoms of severe illness such as: unusual fatigue, uncontrolled cough, difficulty breathing.
- Any illness in which your child is unable to participate and function properly in school.

If your child is ill, please call the school DAILY to report the illness.

If you have any questions about these guidelines, feel welcome to contact your family physician or the school nurse at 616-3220. Additional information regarding childhood illnesses can be found using the following link: <http://www.lfalls.k12.mn.us/keep-child-home-lb>

HOLIDAY GIFTS

Children should be discouraged from bringing gifts during the holiday season for staff members. It often causes embarrassment for the child who is unable to bring a gift and would like to do so.

HOMEWORK

Homework is assigned by individual teachers according to needs and varies at each grade level. Occasionally special assignments may be asked of a child for one of several reasons, absence from school, extra drill, etc. When homework is not required, we suggest the reading of library books, listening to good music, outdoor play or indoor games.

INSTRUCTION MATERIALS REVIEW AND ALTERNATIVE INSTRUCTION

A parent, guardian or adult student, 18 years or older, may review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian or adult student.

ITEMS/MONEY SENT TO SCHOOL

Students are asked to leave toys and skateboards at home. Food items sent to school for students other than your own should be bought and professionally wrapped. Home baked items cannot be sent to school as a treat for a class. Pets or animals should not be brought to school. Young children should be encouraged to bring all money to school in envelopes properly and plainly labeled with their full name, teacher's name, amount of money and what the money's for. WE DISCOURAGE CHILDREN BRINGING MONEY TO SCHOOL, UNLESS IT IS FOR A JUSTIFIED REASON, SUCH AS LUNCH PAYMENTS, BOOK ORDERS, ETC. THIS WILL HELP ELIMINATE MANY PROBLEMS DUE TO LOST OR MISPLACED MONEY.

School Aged Child Care

Before and after school child care is provided through the School Aged Child Care program at Lindbergh. For more information about School Aged Child Care contact Community Services at 632-7938

LINDBERGH P.T.A.

The Lindbergh P.T.A. is a parent teacher organization that meets throughout the school year. Notices of meeting dates/times are communicated through social media and/or email. We encourage you to participate; it is through their efforts that many extras are provided for your children.

LEAVING THE SCHOOL GROUNDS

Students must have a parent/guardian accompany them when they leave school during the day for appointments, etc. Parents/guardians **MUST** sign students out from the office. Students will be sent down from the classroom. Parents/guardians are asked to remain in the office until the student arrives.

LOCKER POLICY

School lockers and student cubbies are the property of the school district. At no time does the school district relinquish its exclusive control of lockers and cubbies provided for the convenience of students. Inspection of the interior of lockers and cubbies may be conducted by school authorities for any reason at any time. The personal possessions of students within a school locker or cubby may be searched only when authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

LOST AND FOUND

Many articles of clothing remain unclaimed during the school year. Helping children to know and to be responsible for their own possessions is highly important. Marking clothing may be of great help to them. Clothing not claimed at the winter break and end of the year is given to the local clothing drives.

MINNESOTA COMPREHENSIVE ASSESSMENTS - Series III (MCA-IIIs)

Why State Testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards, which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and align our daily instruction to the academic standards, ensuring all students are being provided an equitable education. Statewide assessments results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why Does Participation Matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education and your student's school is aligned to the academic standards.

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, non credit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.

School performance results that are publicly released and used by families and communities are negatively impacted if students do not participate in assessments.

When is the Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS) Administered?

- Based on the Minnesota Academic Standards. Math and reading assessments are given annually in grades 3-8 and in high school grades 10 (reading), and 11 (mathematics). The science MCA is administered in grades 5, 8, and high school.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

April - May 2024.....MCA II Reading Test

April - May 2024.....MCA III Math

April - May 2024.....Grade 5 Science Test

What if I Choose not to Have my Student Participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the Department of Education to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This information and the Parent/Guardian Refusal form is available on our district website, site level office's, and can be obtained by clicking the link below. The form includes an area to note the reason for the refusal to participate.

[Parent/Guardian Guide to Statewide Testing](#)

MILITARY FAMILIEs

ISD 482 is a supporter of the Beyond The Yellow Ribbon Network of Morrison County. Military families are asked to identify themselves

through the military family form. This identification is used to assist families etc.

OFFICE HOURS / CLASS TIMES

The school office is open each day from 7:30 a.m. - 4:00 p.m. Classes at Lindbergh Elementary School begin at 8:20 a.m. and dismiss at 3:05 p.m.

PARENT'S RIGHT TO KNOW

At Lindbergh we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in Elementary Secondary Education Act. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching.
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived.
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you have any questions about your child's assignment to a teacher or paraprofessional, please contact the school.

PBIS – (FLYER PRIDE)

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. **Positive Behavioral Interventions & Supports (FLYER PRIDE)** provides an operational framework for achieving these outcomes. More importantly, PBIS is NOT a curriculum, intervention, or practice, but IS a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

PBIS/(FLYER PRIDE) is based on teaching students Respect, Responsibility, Positive Attitude, and Safety in all environments in the school. In the first week of school students are taught and practice these skills. Throughout the year, students showing Flyer Pride earn Flyer Airway Miles from staff and peers as a way of reinforcing Flyer Pride.

PHOTOS/VIDEOS

Throughout the school year, the Little Falls School District may have opportunities to share newsworthy information and/or pictures of its students with local newspapers and throughout various District publications or videotaped productions. In addition, the District/School maintains a Web page for use by students, school personnel, and community members. At times, we may wish to share newsworthy information about our students, using names, photos, and/or student work (drawings, poems, creative writings, etc.) on our Web pages.

If the opportunity arises for your child to be part of a news event, we shall assume we have your implied consent to use his/her name and/or picture, unless you provide us with prior written notice to the contrary. If you prefer that your child's name and/or identifiable picture (name printed in caption of a group or individual photo, or identified in some other manner), or appearance in any videotaped productions not be used, please send a letter to your child's building principal. The letter should state that you do not wish your child's name or identifiable picture be used in any District publication, news items sent to the local media, or on the District's Web page, nor do you want your child to appear in any videotaped productions.

PLAYGROUND

Being outside is an important part of growing up. Lindbergh students have the opportunity to play on our supervised playground during the noon period. During the winter, our guideline is that if the relative temperature outside is -5 degrees or above including wind chill, the students will be outdoors. **Please dress children for the weather, as they will be outside every day that weather permits.**

POSTER AND SIGN PROCEDURES

No signs or posters are to be posted or distributed in the building without obtaining approval in the school office. Items or activities that are considered unhealthy or potentially harmful to students or school personnel may not be posted/advertised. Items that are contrary to school and district rules and policies will not be posted/advertised. The rule of thumb for advertising is that the school will not advertise "for profit" items or activities unless they have a direct relationship with a school activity (ex. class rings). These postings will be limited to the areas determined by the school office.

PROHIBITED ARTICLES

Tobacco, alcohol, drugs, weapons, skateboards, skate shoes, roller blades, radios, electronic devices, water pistols, animals, pets and other items considered dangerous, disruptive, or unsafe are not permitted on campus.

REPORT CARDS

The school year is divided into two periods. At the end of each period, in January and at the close of the school term, report cards are prepared and sent home in the mail.

SCHOOL PROPERTY

All educational needs from textbooks to playground equipment are furnished to the children for their use while attending school. However, a child who either willfully, or through negligence damages or defaces property belonging to the school will be held responsible by paying such damages. Any library books lost or stolen will be the responsibility of the child to make restitution.

SCHOOL CANCELLATION, CLOSING, and LATE STARTS

In the event of a snowstorm or severe weather on a school day, the decision to close school, start late, or send children home will be announced on KLTF, WYRQ, or WCCO radio and on several of the local television stations. The district will also notify families using an automated calling system. Please do not call the school during severe weather unless absolutely necessary.

SECURITY

For the safety of students/staff, all doors will be locked from 8:20 a.m. – 3:05 p.m. Anyone needing to enter the building during these hours will need to enter in through Door 1. Visitors will be asked to come to the office to sign in and receive a badge.

SODA/CANDY

As part of the district's wellness plan, students are discouraged from bringing pop/candy to school for snacks or as part of their lunch. Milk is available for purchase.

STUDENT ASSISTANCE TEAM (SAT)

The Student Assistance Team is responsible for overseeing Response-to-intervention (RTI) procedures that are carried out in the areas of reading, math, or behavior. The team meets a minimum of twice a month. The following is the make-up of the

SAT:

- **General education teachers**
- **Special education teachers**
- **Or other teachers with special expertise (e.g., reading, language, behavior...)**
- **A school psychologist or similar educator who knows about observing and evaluating behavior or learning**
- **Or sometimes a building administrator**
- **And anyone else with special skills to contribute**

The Student Assistance Team will...

- **Identify students who are making insufficient academic progress**

- Oversee the collection of data to document student academic level
- Plan and oversee the implementation of interventions to increase student learning
- Oversee the collection of data to document improvements in the level or rate of learning
- Make judgments about whether students' response to the intervention is insufficient

STUDENT'S SUPPLIES

Each grade level has a student supply list. These supply lists are available to families in August. Other supplies may be required at various times. Families needing assistance with school supplies are asked to contact the school social worker at 616-3235 or 616-3212.

STUDENT TESTING PROGRAM

The Little Falls Schools participate in statewide testing and assessment programs to ensure that students are measured on their achievement. In the spring, the Minnesota Comprehensive Assessments will be given to grades three, four, and five. The Measure of Academic Progress, or MAP test will be given to students in grades 2 - 5 two/three times during the school year. All K-5 students are assessed in reading and math 3 times a year using AimsWeb. Classroom teachers will provide information on these assessments during conferences.

SOCIAL WORK SERVICES

A professional school social worker is on staff to assist with students' social and emotional development. The social worker assists the entire staff and students to teach and promote positive social skills. This is done both on a building wide level as well as at the classroom level. The social worker is also able to give direct service to students who may be experiencing challenges. These services are offered both within small educational support groups as well as individually.

TECHNOLOGY

The iPad program includes Kindergarten through Grade 5 at Lincoln Elementary. The iPads for Kindergarten through Grade 4 remain in the classrooms for academic use and are not allowed to be taken home. Students in Grade 5 are allowed to take their iPads home to use for assignments but are responsible for transporting them back and forth to school each day. All students are responsible for the care of the iPads. Lost or damaged iPads may result in a fee. Please refer to District Policy #524 for more information, found on the District Website.

TELEPHONES CALLS, MESSAGES AND CELL PHONES

Students are **not allowed** to have cell phones on during school. Cell phones brought to school by students need to be turned off and kept in backpacks. The same rules apply to Apple watches. The school is not responsible for phones that are lost or stolen. The telephones in the buildings are for school business and emergency use. Because of the limited telephone lines in and out of the building, children are not allowed to use the telephone without the permission of their teacher.

TENNESSEN WARNING TO STUDENTS AND PARENTS

1. Students attending school in the school district will be asked to supply information to school personnel. Examples of such information requests include homework assignments, test questions and questions during the course of classroom activities.
2. The information will be collected by the school district in order to evaluate the student's current level of performance with respect to his or her education program, to maintain discipline within the school and to determine the students' needs and preferences relating to his or her education program.
3. Students are not required by any law or regulation to supply data. However, the school district expects and requires that students will participate fully in their educational program by completing homework assignments and tests. Moreover, the

student's refusal to supply data may prevent the school district from assessing the student's educational program. Refusal to supply information used to evaluate a student, including homework assignments and tests, will result in a failing grade being given for the assignment. Continued failure to supply for the year. Refusal to supply information to a school district employee investigating the alleged rule violation may result in action being taken without benefit of information the student could have provided.

4. Data collected will be provided to school personnel having legitimate educational interest in obtaining access to the data, and to local, state and federal authorities having statutory rights of access to the data.

TRANSPORTATION

Do not allow your child to arrive at school before 7:45 a.m. - supervision is not available until 7:45 a.m. Safety Patrol will be on duty to assist children crossing Highway 27 and Ninth Street before and after school. All elementary students attending Lindbergh Elementary School are provided free bus rides to and from school. New families should watch the Morrison County Record during August for transportation registration information. Questions regarding transportation should be directed to the contractor for your area.

<u>If you live in</u>	<u>Call</u>	<u>At</u>
NE or SE Little Falls	Palmer Transportation	632-1555
NW & SW Little Falls	Strack Transportation	749-2742

If you drive your child to school, drop them off and pick them up in front of the school on Ninth Street. Do not use the parking lot on the east side of the building - it is for bus use only during school start and ending times. Do not send your children to school before 7:45 a.m.; there will be no supervision available until that time.

BUS INSTRUCTIONS FOR PUPILS

1. Be prompt in meeting your bus. Loitering after dismissal may cause you to miss your bus.
2. Board the bus quietly. Remain orderly on the route. Disorder and noise make driving difficult for the driver.
3. Keep your head, arms and hands inside the bus or you are in danger.
4. When boarding the bus, if you cross the highway, wait for the bus driver to tell you when it is safe to cross.
5. When the bus stops to unload passengers - remain in your seat until the bus comes to a full stop.
6. When you leave the bus, and it is necessary for you to cross the highway, wait for the bus driver to indicate to you when it is safe to cross.
7. Children may be excluded from transportation privileges if their behavior is such that it endangers the safety of the children on the bus.

VISITATION

All visitors must sign in at the office and receive a visitor's pass. This pass identifies you as a welcomed visitor to both our staff and students. Anyone without a pass will be asked to go to the office or vacate the premises.

VOLUNTEERS

Parents/Guardians are encouraged to take an active role at school by volunteering. Volunteer forms, including a background check, must be completed prior to the volunteer starting.

WEB SITE

Please visit Lindbergh Elementary School's website for updates and events throughout the school year. www.lfalls.k12.mn.us

WITHDRAWALS FROM SCHOOL

If you are moving out of the area, the school should be notified at least one day in advance so the transfer information can be prepared.

LITTLE FALLS SCHOOL BOARD DISTRICT POLICIES

419 TOBACCO-FREE ENVIRONMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district or person to use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus school district-sponsored events.

B. It shall be a violation of this policy for any elementary school, middle school, or secondary school student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus school district-sponsored events.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

III. TOBACCO AND TOBACCO RELATED DEVICES DEFINED

A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

C. "Tobacco-related devices" means cigarette papers or pipes for smoking.

D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

For reviewal of this entire policy # 419 see Policies on the district website: <http://www.lfalls.k12.mn.us/>.

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to MN statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

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

503 STUDENT ATTENDANCE POLICY

I. PURPOSE

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous days absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school

board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

b. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death in the student's immediate family or of a close friend or relative.
- (4) Medical dental or orthodontic treatment, or counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences as students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) Family vacations, if pre-approved by the principal a minimum of two weeks in advance of said absence. However, the principal may extend the time allowed for approval in extenuating circumstances.
- (13) Work at home, if pre-approved by the principal a minimum of two days in advance. However, the principal may extend the time allowed for approval in extenuating circumstances.
- (14) Personal trips to colleges, if pre-approved by the principal a minimum of two weeks in advance of said absence.
- (15) Students aged 18 and over who are not emancipated may not act as parent/guardian for the purposes of attendance and may not provide their own approval for absences.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in no credit for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
- (3) When any non-pre-approved absences exceed 5 excused absences per grading period, the principal may initiate a meeting between the parent, student, and the principal/designee to discuss the student's absences.

2. Unexcused Absences

a. The following are examples of absences that will not be excused:

- (1) Truancy. An absence by a student that was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home, if not pre-approved.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family, if not pre-approved.
- (6) Personal trips to schools or colleges, if not pre-approved.
- (7) Absences resulting from accumulated unexcused tardies (6 tardies equal one day of unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) From the first through the 5th cumulated unexcused absence in a grading period the student will not be allowed to make up work

missed due to such absence.

(b) After the 3rd cumulated unexcused absence in a grading period, a student's parent or guardian will be notified that his or her child is nearing a total of 5 unexcused absences and that, after the 5th unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter. However, prior to reducing the student's grade, an administrative conference must be held among the principal/designee, student and parent.

(c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

(d) After 8 cumulated unexcused absences in a grading period, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student and parent.

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(e) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. illness;

b. serious illness in the student's immediate family;

c. a death in the student's immediate family or of a close friend or relative;

d. medical or dental treatment;

e. court appearances occasioned by family or personal action;

f. physical emergency conditions such as fire, flood, storm, etc.;

g. any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

b. Consequences of tardiness may include detention after 3 unexcused tardies.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

2. School-initiated absences will be accepted and participation permitted.

3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.

5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

E. Perfect Attendance

Any student who attends each and every day of school will be eligible for a "Perfect Attendance" designation. If a child is ill or out with family, this will count as being absent; and therefore, the child will not be eligible for "Perfect Attendance." However, students who attend school sponsored activities and field trips and as a result are not in school, will still be eligible for the "Perfect Attendance" designation.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. 120A.05, without valid excuse within a single school year for:

1. three days if the child is in elementary school; or
2. three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. that the child is truant;
2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. 120A.34;
4. that this notification serves as the notification required by Minn. Stat. 120A.34;
5. that alternative educational programs and services may be available in the district;
6. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. 260C.201; and
9. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day. [Where services and procedures under Minn. Stat. Ch. 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

To review this entire policy # 503 see Policies on the district website: <http://www.lfalls.k12.mn.us/>.

506 STUDENT DISCIPLINE POLICY

PURPOSE

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

- C. **Procedures for Removal of a Student From a Class** (If any student is removed from class that student shall be sent to the Principal or designee for determination of appropriate consequences.)
- D. **Responsibility for and Custody of a Student Removed From Class** (Any student removed from class shall report to the office and temporary custody will be determined by the Principal or designee.)
- E. **Procedures for Return of a Student to a Class From Which the Student Was Removed** (The student removed from class shall have a pass to return to that class from the Principal or designee.)
- F. **Procedures for Notification.** (The Principal or designee will either orally or in written communication notify the teacher and parent of the consequence.)
- G. **Disabled Students; Special Provisions.** (The case managers will receive either oral or written communication notifying them of the issue, otherwise all consequences will be handled in accordance to policy.)
- H. **Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.** (All chemical issues will be handled as per policy #417- Chemical Health Policy. Student issues are addressed in Section V. a 1-3 of the policy.)
- I. **Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.** (Students will have the opportunity to discuss and understand the code of conduct through their advisory as they go through the student handbook. A code of conduct contract will be signed by students and parents.)
- J. **Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.** (Parents will have the opportunity to review the student handbook and also sign off on the student code of conduct contract. Parents will receive oral or written communication from the school when conduct issues arise.)
- K. **Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.** (Referrals are encouraged from staff and parents. When referrals are made, review of the referral will be conducted by either the child study team, counselors or social worker.)

To review this entire policy # 506 see Policies on the district website: <http://www.lfalls.k12.mn.us/>.

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment...

II. GENERAL STATEMENT OF POLICY

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

..." intimidation and bullying in all forms, including, but not limited to, electronic forms and forms involving Internet use, will be subject to discipline per the Student Discipline Policy.

To review this entire policy # 514 see Policies on the district website: <http://www.lfalls.k12.mn.us/>.

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

To review this entire policy # 515 see Policies on the district website: <http://www.lfalls.k12.mn.us/>.

516 STUDENT MEDICATION POLICY

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering non emergency prescription and over the counter (OTC) medications to students at school.

II. General Statement of Policy

The school district acknowledges that some students may require medications during the school day. The school district's licensed school nurse, health aides (LPN or RN), or other licensed staff, will administer prescribed medications in accordance with law and school district procedures.

III. Requirements

A. The administration of prescribed and OTC medications at school requires a completed signed request from the student's parent/guardian. An oral request must be reduced to writing within two school days.

B. An "Authorization for Administration" form must be completed by the physician annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. This includes the administration of OTC medication

C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label. OTC medications must be in the original container.

D. All medications are to be kept in a locked drawer, cabinet, or refrigerator, and not carried by the student, with the exception of inhalers, Epi-Pens, insulin, or other emergency type medications that are ordered to be carried and self-administered by the physician. Competence of student to carry and self administer medication must be established and documented by a physician or school nurse or health aide. The district may revoke a student's privilege to carry and self administer any medication if they feel they are abusing the privilege. Exceptions to this requirement will also include medications administered noted in a written agreement between the district and the parent, or as specified in an IEP (Individual Education Plan) or IHP (Individual Health Plan).

To review this entire policy # 516 see Policies on the district website: <http://www.lfalls.k12.mn.us/>.

418 DRUG FREE WORKPLACE/DRUG FREE SCHOOL

The Little Falls Community Schools Board of Education believes that the prevention, education and elimination of chemical dependency or abuse is an appropriate activity for public schools. The Board of Education deems it appropriate to include age-appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to illicit drugs or alcohol) for all students in all grades.

The Board of Education recognizes that the possession, use or distribution of illicit drugs and alcohol by students is unlawful, wrong and harmful. It also prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on school premises or as a part of any of its activities. It is the expectation of the Board of Education that students and employees violating these standards will be dealt with in accordance with school rules and policies.

To review this entire policy #418 see Policies on the district website: <http://www.lfalls.k12.mn.us/>.

507 CORPORAL PUNISHMENT

The purpose of this policy is to describe limitations on corporal punishment of students.

To review this entire policy # 507 see Policies on the district website: <http://www.lfalls.k12.mn.us/>.

525 VIOLENCE PREVENTION POLICY

It is the policy of the Little Falls Community School District to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any student or employee of the School District to harass a student or employee through conduct or communication of a sexual nature or regarding religion and race as defined by this policy.

It shall be a violation of this policy for any student or employee to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel. The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any student or employee who is found to have violated the policy.

To review this entire policy #525 see Policies on the district website: <http://www.lfalls.k12.mn.us/>.

526 HAZING PROHIBITION POLICY

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

To review this entire policy #526 see Policies on the district website: <http://www.lfalls.k12.mn.us/>.

531 MINNESOTA'S PLEDGE STATUTE & OPT OUT PROVISION

Minnesota law requires all public and charter school students to recite the Pledge of Allegiance at least once a week (unless the local school board annually votes to waive this requirement.) MN ST & 121A.11(3)(b). Subdivision 3(b) states that any teacher or student may opt out of reciting the pledge: "Any student or teacher may decline to participate in recitation of the pledge."

To review this entire policy #531 see Policies on the district website: <http://www.lfalls.k12.mn.us/>.

521 STUDENT DISABILITY NONDISCRIMINATION

Section 504 is part of the Rehabilitation Act of 1973, which is a civil rights act that protects the rights of people with disabilities. The law states that no person with a disability can be excluded from or denied benefits of any program receiving federal financial assistance; this includes all public schools. With passage of the Rehabilitation Act of 1973, Congress required that school districts make their programs and activities accessible as well as usable to all individuals with disabilities.

Responsibilities of students and parents:

- be involved in meetings
- participate in identification of accommodations, and evaluation of what's working;

- become knowledgeable about the disability and needs to succeed

Responsibilities of schools:

- provide a free appropriate public education (FAPE)

- provide written assurance of nondiscrimination

- provide grievance procedures to resolve complaints

- annual identify and notify all qualified students with disabilities and parents of the district responsibilities under Section 504

- provide accessible services or facilities

- conduct a self-evaluation of policies, programs and practices to make sure discrimination is not occurring.

To review this entire policy #521 see Policies on the district website: <http://www.lfalls.k12.mn.us/>

712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

All students, parents and staff are advised that as a public school facility, students, staff, parents, and building visitors do not have a right to expect privacy in connection with their actions and activities while in, on, or about the school facilities. In an effort to increase school security, provide greater safety for students, staff and building visitors, and to reduce vandalism and theft, many area of the high school campus, both internal and external, shall be subject to observation and monitoring by video cameras. The tapes of such observations shall be available for use by the school district and its administrative staff, if necessary to enforce the law and the provisions of school district policy.

To review this entire policy #712 see Policies on the district website: <http://www.lfalls.k12.mn.us/>.

501 SCHOOL WEAPONS POLICY

A student in possession of a gun or other dangerous weapon, whether on their person, in their locker, vehicle, on school grounds, at school functions, or in proximity will serve a mandatory suspension from school on principal's authority. Expulsion will be considered. The student may also be referred to the police for legal disposition, and/or referred to an appropriate evaluation team for educational disposition. This referral may be made by the principal or parent/legal guardian. If such disposition does not occur within five school days, the student will be placed on homebound tutoring until such disposition is made.

To review this entire policy #501 see Policies on the district website: <http://www.lfalls.k12.mn.us/>.

533 WELLNESS POLICY

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being and ability to learn by supporting healthy eating and physical activity

To review this entire policy #533 see Policies on the district website: <http://www.lfalls.k12.mn.us/>.

709. 1 - BUS DISCIPLINE PROCEDURE

Students who have the opportunity to ride district school buses may do so as they display behavior that is reasonable and safe. Choosing to display unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus.

The building principal, or designee, is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus service for the offending students should suspension become necessary. A suspension applies to all buses (activity, field trip, shuttles) unless otherwise designated by school officials. The responsibility for student supervision by the District shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day; or until released to the parent/guardian in a manner consistent with guidelines on release of students.

ASSIGNED BUSES ONLY

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without written authorization. Changes will be made for emergencies only.

CONSEQUENCES

Consequences for school bus/bus stop misconduct will apply to all routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

1. Elementary (K-5)

1st offense – warning

2nd offense – 3 school day suspension from riding the bus

3rd offense – 5 school day suspension from riding the bus

4th offense – 10 school day suspension from riding the bus

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

NOTE: When a student (K-5) goes 60 calendar days without a report, the student's consequences may start over at the first offense.

2. Secondary (6-12)

1st offense – warning

2nd offense – 5 day suspension from riding the bus

3rd offense – 10 day suspension from riding the bus

4th offense – 20 day suspension from riding the bus

5th offense – suspended from riding the bus for the remainder of the school year

3. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct. Restitution for damaged property may be required.

4. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building. Reports will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the Transportation Office. In cases involving criminal conduct the school policy will be enforced.

5. Examples of Types of Offenses (but not limited to):

- Spitting
- Excessive noise
- Excessive horseplay
- Liquid containers in any form, except those intended for lunch box use
- Eating/drinking/littering on the bus
- Leaving seat/standing while bus is in motion
- Profanity, verbal abuse, harassment, obscene gestures, bullying

- Physical aggression against any person
- Possession of unacceptable material
- Disobedient to driver
- Riding unassigned bus without permission or using unassigned bus stop
- Hanging out of window
- Throwing/shooting of any object
- Possession/use of tobacco or any controlled substance
- Vandalism to bus (restitution will be made)
- Holding onto/or attempting to hold onto any portion of the exterior of the bus
- Lighting of matches, fireworks, or any flammable object or substance**
- Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
- Possession of weapons/explosives/flammables
- Other offenses as reported by driver or principal

**The Bus is an extension of the school day. Bus consequences may be superseded by District #482 policy. The bus driver has the authority to assign seats. The Harassment and Violence Policy, Chemical Use and Abuse Policy and the School Weapons Policy of District #482 will be strictly enforced on the school bus as well as at school.

SCHOOL BUS LOADING ZONES

Parents with personal vehicles are requested to stay clear of School Buses while students are being loaded and unloaded at all school bus loading zones. School buses unload students between 7:45 and 8:00 a.m. in the morning. At the end of the school day, students are loaded between 3:00 and 3:25 p.m. Parents are encouraged to pick up and drop off their students in the school parking lots away from the school bus zones so students are safe. Parents should load and unload their students away from school buses.

Please avoid putting students at risk! Keep in mind that approximately 2,500 students (from Middle School, High School, and Lindbergh Elementary, Lincoln Elementary, and Dr. S. G. Knight Elementary) are loaded within a ten-minute time span. School Buses transport students to other schools to pick up additional students before proceeding home at the end of the school day. The local Police Department will be assisting us from time to time.

Please feel free to call the District Office at (320) 632-2000 or go to the District Web site at www.lfalls.k12.mn.us for a complete listing of all District Policies.