

**CHATFIELD  
ELEMENTARY SCHOOL**

**11555 Hillside Drive S.E.**

**Chatfield, MN 55923**

**Telephone: 507/867-4521**

**Fax: 888/518-0702**

**Web Page: <http://www.chatfieldschools.com>**

# **PARENT/STUDENT HANDBOOK**

**2023-2024**



**Adopted by the  
Chatfield Board of Education  
Chatfield, Minnesota  
August, 9, 2023**

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[\*] Notice required by statute

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[\*] Notice required by statute

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## Introduction

### WELCOME TO CHATFIELD ELEMENTARY SCHOOL

Your child is very important to us. We want your child to have a wonderful school experience; one that is filled with learning and success in a safe, nurturing environment.

We encourage you to visit as often as you can and be an active participant in your child's education. This is one of the most important things you can do to show your child you are interested in their education. Please feel free to contact us any time with questions, comments, or concerns.

#### **Chatfield Elementary School Pledge**

As a Chatfield Elementary School student, I promise to be respectful, responsible and safe!

Handbook Description (layout, navigation, references to school district policies, etc.)

***The Student Handbook is comprised of four parts:***

***1) Information;***

***2) Academics;***

***3) Rules and Discipline; and***

***4) Health and Safety.***

***Topics within these categories are alphabetized.]***

***Policy information can be found on the school website***

**District Policies - Chatfield Public Schools ([chatfieldschools.com](http://chatfieldschools.com))**

Sincerely,

Shane McBroom  
Elementary Principal

## PART I – INFORMATION

### Arrival and Dismissal Hours

School building hours are **8:00 a.m. – 3:00 p.m.**

Student arrival by bus will be at door 3 between 7:45 a.m. – 8:00 a.m. Those student being dropped off by parents should use the drop off lane at door 1. The drop off lane is intended to keep moving. If you must park and come to the building with your child, please park in the parking lot and not in the drop off lane.

Student dismissal is at 2:55. Students riding the bus home will load at door 3. Those parents picking their child(ren) up should use the drop off lane and parking lot at door 1.

### Calendar

**2023-2024 School Calendar**  
Chatfield Public Schools  
206 NE Union Street  
Chatfield MN 55923  
507-867-3240 (Fax) 888-616-8704  
[www.chatfieldschools.com](http://www.chatfieldschools.com)

Aug 24 7-11 Picture Day

Aug 28-31 Teacher Training/Workshop

Aug 30 7th Grade Orientation-6pm

Aug 30 9th Grade Orientation-7pm

Aug 31, Sep 5 K-6 Student Conferences

Sep 5 7-12 First Day of School

Sep 6 K-6 Teacher Training/Workshop

Sep 7 K-6 First Day of School

Sep 25-30 HOMECOMING WEEK

Oct 16 & 17 K-12 Parent Teacher Conferences

Oct 19 & 20 Fall Break

Nov 23 & 24 Thanksgiving Break

Nov 30 Grades 7-12 Trimester 1 Final Exams

Dec 1 Teacher Training/Workshop

Dec 25-29, Jan 1 Winter Holiday Break

Jan 11 End of Semester (K-6)

Jan 12 Teacher Training/Workshop

Jan 15 Martin Luther King Day

Feb 20 & 22 K-12 Parent Teacher Conferences

Feb 23 President's Day Observed

Mar 7 Grades 7-12 Trimester 2 Final Exams

Mar 8 Teacher Training/Workshop

Mar 20-24 SENIOR CLASS TRIP

Mar 29, Apr 1 Spring Break 1

Apr 26 & 29 Spring Break 2

May 27 Memorial Day

May 30 Grades 7-12 Trimester 3 Final Exams

May 30 Last Day of School K-12

May 31 Teacher Training/Workshop

Jun 2 CLASS OF 2024 GRADUATION

**July 2023**

S	M	T	W	T	F	S
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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					

**August 2023**

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**September 2023**

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**October 2023**

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**November 2023**

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**December 2023**

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**January 2024**

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**February 2024**

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**March 2024**

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**April 2024**

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**May 2024**

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**June 2024**

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23	24	25	26	27	28	29
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School Closed

30 Minute Late Start

Teacher Workshop (no school for students)

End of Trimester or Semester

Parent Teacher Conferences

First & Last Day of School

173 Student Days

8 Teacher Training/Workshop Days

2 PT Conference Days June 3 & 4

Updated 6/28/2023

Calendar Templates by Vertex42.com

<https://www.vertex42.com/calendars/school-calendar.html>

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school web site [chatfieldschools.com](http://chatfieldschools.com) under the district tab.

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## **Class Assignments**

Chatfield Elementary School is committed to providing the best possible learning experience for every child. We believe the teaching staff is skilled and has the abilities to help your child learn and be successful. Each spring the staff works through a formal process that has been designed to achieve a fair and equitable of students in classrooms for the coming school year.

The task of creating balanced classrooms at each grade level is difficult and time consuming. It requires teachers to sort through an enormous amount of data prior to and during the placement process. Data considered when creating a class list includes but is not limited to:

- Number of students in each class
- Number of males and females
- Distribution of academic ability and performance, NWEA tests, MCA tests, Fastbridge tests, and classroom evaluation.
- Compatible personalities of students
- Placement of students with behavior concerns
- Consideration of students with special needs
- Parent input based on unique circumstances

Chatfield Elementary School recognizes that parents appreciate having the opportunity for input in the placement of their child/children. Parents wishing to supply additional information which may assist in the process of establishing balanced classrooms are welcome to do so. Those wishing to participate in the process should contact the elementary office and set up a meeting with Mr. McBroom prior to the end of the previous school year in order for their information to be considered. Efforts to honor requests backed with educationally sound reasoning will be made, however the criteria listed above will be the primary focus in establishing the classes for the following year. The class list process will start in May each year. Teachers will have until the end of the school year to use the data and work with other classroom teachers to put together class lists. The final determination of class assignments however is the responsibility of the building principal.

Again, our commitment is to provide every child at Chatfield Elementary School with the best possible learning experiences. We appreciate your cooperation in achieving this goal.

## **Complaints/Conflict Resolution**

If parents or students have questions or concerns relating to classroom circumstances, they should follow these procedures: Parents and/or students should speak to the instructor first in an effort to clarify or resolve the situation. If it is not resolved, then they should meet with the building principal, followed by the superintendent and finally the school board.

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not

required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

## Employee Directory

### SCHOOL PERSONNEL

Mr. McBroom--Principal K-6	Ms. Mikos—Art 3-6
Mrs. Sherman -Adm. Assistant	Mrs. Olson —Title I
Mrs. Boelter—Adm. Assistant	Ms. Kester -- Counselor
Mrs. Dunlay--Kindergarten	Mrs. Kling-Punt - Student Support Coordinator
Ms. Henderson-Kindergarten	
Ms. Loberg - Kindergarten	Mrs. Thiss—School Nurse
Mrs. Chiglo—First Grade	Mrs. Gudmundson - School Nurse
Mrs. Goldsmith—First Grade	Mr. Schaitel—Sp. Ed.
Mrs. Raaen—First Grade	Mrs. Reinecke—Sp. Ed.
Mr. Berhow—Second Grade	Mrs. Harstad—EBD/EC Sp. Ed.
Mrs. Groski-Second Grade	Ms. Tutland - Sp. Ed.
Mrs. Lueck—Second Grade	Mrs. Becker--Speech
Ms. Murphy--Second Grade	Mrs. Hopp—SpEd Secretary
Mrs. Armstrong—Third Grade	Mrs. Johnsrud—Reading Research K-3
Mrs. Bolton—Third Grade	Mrs. Semmen—Reading Research 4-6
Mrs. Dornack—Third Grade	Ms. Walker—Reading Research Aide
Ms. Nelson- Fourth Grade	Mrs. Schild—Title I Reading Aide
Mrs. Meyer—Fourth Grade	Mrs. Zeccardi - Reading Research Aide
Mr. Kobs --Fourth Grade	Mrs. Danielson—Technology Aide
Mr. Affeldt—Fifth Grade	Ms. Hopp—Library Aide
Mrs. Ellinger—Fifth Grade	Mgt. Aides: Ms. Tollefson
Mr. Tollefson --Fifth Grade	Mrs. Erding, Mrs. Elma Erding, Mrs. Jorgenson
Mr. Dornack --Sixth Grade	Mrs. Kayfes, Ms. Lange, Mrs. Newman, Mrs. Meeker
Mrs. Shanahan—Sixth Grade	Mrs. Peterson, Mrs. Priebe, Ms. Schumann,
Mr. Wagner—Sixth Grade	Mrs. Tessier-Honsey, Mrs. Derleth, Mrs. Hopp
Mrs. MacLeod - Music K-6	Ms. Sullivan, Mrs. Buss, Mrs. Danielson, Mrs. Foley
Mrs. Schleusner—Band	Mr. Irish—Head Custodian
Mr. Johnson—DAPE	Mr. Finley-Custodian Mr. Meyer--Custodian
Mr. Bance--Phy. Ed K-6	Mrs. McBroom—Head Cook
Mrs. Bakken—Preschool teacher	
Mrs. Sackreiter — Preschool teacher	
Mrs. McBroom—Preschool teacher	
Ms. Geving-Preschool teacher	
Preschool aide: Mrs. Costello, Mrs. Long	
Mrs. Schieffelbein, Ms. Obritsch, Mrs. Roline	
Ms. Dahley—Extended Day Teacher	
Mrs. Grant—ECFE	
Mrs. Tangen—Valleyland Coordinator	



## Employment Background Checks [Board Policy 404\*]

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct noncurriculum-related meetings during noninstructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a nonparticipatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

## Fees [\*]

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students **are** expected to provide the posted school supplies. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.

- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the *building principal, coach or advisor leading the group*.

## **Food in the Classrooms**

Parents/students may provide food for classrooms. Any food provided should be store bought. Prior to bringing in any food items, parents should contact the classroom teacher to ensure of any allergies present in the classroom.

## **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the School Board. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

## **Interviews of Students by Outside Agencies**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

## **Library and Media Center**

The library/media center is open **8:00-3:00**. Students may use the library/media center during the school day and before and after school only when a supervisor is present. Students will have a designated library time each week to check out books. It is the students responsibility to return media center items. Any items damaged or lost/stolen are the responsibility of the child/parents and will need to be replaced.

## **Lunch**

Lunch is to be eaten in designated areas only. All students must take a lunch unless arriving to school late and have already eaten. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

#### **DISTRICT FOOD SERVICE PROCEDURES**

- The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner.
- Students will receive a free breakfast/lunch each school day.
- Students may purchase seconds on meals when funds have been deposited into their family accounts or by cash payments.

#### **PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS**

- The parent/guardian will be notified via JMC message when the family account is at \$10.00 or less.
- If the family account has a consistent negative balance, a letter/phone call will be sent and continuous messages from JMC will be sent. A payment will need to be made immediately.

#### **OTHER FOOD SERVICE PROCEDURES**

- Milk is available to students at break time (elementary) if they have a positive balance in their lunch account or if the . Fee: \$.50 per milk.
- All families have the option of blocking their children from charging Ala Carte items as well as second entrées and extra milk.

#### **Messages to Students**

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited. Changes to the afternoon dismissal plans should be communicated to the elementary office before 1:00 p.m. to ensure that the message gets delivered to the child.

#### **Money/Valuables**

It is recommended that you do NOT bring large amounts of money to school. When you do bring money for books, lunch, pictures, etc., please turn this in to the teacher as soon as you enter the classroom. If you have money for after school activities, you should ask the teacher to hold the money for you until the end of the school day. Do not put it in desks or lockers.

## **Nondiscrimination [Board Policy 521]**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

## **Notice of Violent Behavior by Students [Board Policy 529]**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **Parent and Teacher Conferences**

Parent and teacher conferences will be held 3 times per year at the Elementary School. The first conference is a "Back To School Assessment" conference followed by our traditional Fall and Spring Conferences. The dates can be found on the school calendar. Teachers may adjust conference schedules due to availability. Partnering with families is very important. For more information, contact the building principal. Each child will have 1 time slot for conferences. It is important for teachers to be able to communicate student progress to parents at the same time.

## **Parent Volunteers**

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the classroom teacher. Parents/guardians who visit the school should sign in at the main office before entering a classroom. Upon arrival, volunteers will be screened using our Raptor System. It is a background check program requiring a drivers license. For more information, contact the Building Principal.

## **Pledge of Allegiance [Board Policy 531]**

Students will recite the Pledge of Allegiance to the flag of the United States of America daily. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

## **Schedule**

A schedule is needed to ensure smooth operation of the school. The daily school schedule is often building specific and within the building principal's authority to determine. Information on daily class schedules and deadlines for schedule changes, etc., will be communicated through the classroom teacher. Schedules will not be posted in the handbook due to the security of our building.

## **School Activities**

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to represent responsibly the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The **Chatfield** School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

## **School Closing Procedures**

School may be cancelled, delayed or early dismissal when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over JMC text/email, Facebook, and KTTC.

The District has built three days into its instructional calendar for cancellations. An at-home learning plan will be in effect for any cancellations beyond the three allocated days.

In Emergency Closing situations, every possible safety precaution must be exercised. In view of the life threatening conditions that have developed without extensive warning, the following provisions have been enacted for student and staff protection:

If Snow Emergency Necessitates Early Dismissal or Closing, then all School Sponsored Activities are Automatically Canceled for the Remainder of the Day and Evening...

- \*This would include:
- 1) School Club Meetings
  - 2) Extracurricular practices and contests
  - 3) Community Education classes
  - 4) Preschool Program
  - 5) Curriculum Committee Meetings

After the 3<sup>rd</sup> snow day, our school will have At Home Learning Days. Students will follow the plans created by the classroom teachers to complete work for the day. Lessons will be communicated on a 2 hour late schedule (10:10 a.m.) via email, schoology, and SeeSaw.

## **Searches**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

### **Lockers and Personal Possessions Within a Locker [Board Policy 502]**

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions 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 will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

## **Desks**

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

## **Personal Possessions and Student's Person**

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

## **Student Publications and Materials**

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

### **Distribution of Nonschool-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 distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" policy (*Appendix 2*).

## **School-Sponsored Student Publications**

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are

reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

## **Student Records [Board Policy 515]**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see “Student Records” (*Appendix 3*).

## **Student Surveys [Board Policy 520]**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see “Student Surveys” (*Appendix 4*).

## **Transportation of Public School Students**

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Students living closer than two miles may contact Bernard Bus to determine available options. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students’ parent or guardian.

## **Extracurricular Transportation**

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

## **Video and Audio Recording**

### **School Buses**

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will notify students that their conversations or actions may be recorded. The



school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

## **Places Other Than Buses**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

## **PART II — ACADEMICS**

### **Alternative Educational Opportunities**

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the building principal.

### **Cheating and Plagiarism**

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy (*Appendix 5*).

### **Extended School Year Opportunities**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the child's special ed case manager.

### **Field Trips**

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to

pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

## **Grades**

Students' grades will be reported **2 times** during the year. Report cards will be visible through JMC online. Online grade reports may be reviewed at [chatfieldschools.com](http://chatfieldschools.com) and clicking on the JMC link to login.

Grades for students in K-3 will be in the formation of the 1, 2, 3, 4 grading scale while 4-6 will be on an A, B, C, D, F scale.

## **Homework**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

Chatfield Elementary utilizes the Action 100 Program and places a great deal of emphasis on student reading skills. Each student is asked to read 2 steps each night in an effort to meet the 800 step goal by the end of the school year. Each step is equivalent to 15 minutes. Steps can be in the form of independent reading, partner reading with a family member or friend, or by being read to.

## **Promotion and Retention**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building principal.

## **Summer School**

The school district may provide summer school learning opportunities. Eligibility for summer school is in line with our intervention program criteria. For more information, contact the classroom teacher.

## **Parent Right to Know [\*]**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **PART III — RULES AND DISCIPLINE**

### **Attendance [Board Policy 503]**

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. For detailed information, see the "Student Attendance" policy (*Appendix 6*).

Excuses may be granted for dentist and doctor appointments, but, except for emergencies, parents should try to make such appointments for times other than during school hours.

If a child is absent because of illness, a call to the school office (867-4521) is expected before 9:00 a.m. A written excuse is required if the absence is not called in on or before the day of the absence. If absences are not excused prior to the day of the absence, they will be deemed unexcused until we receive a written excuse. These written excuses need to be provided to the office within three days of the absence to be deemed excused. The principal will be the person to determine whether or not absences are excused.

If a child has been ill and cannot go outside at noon, please send a written excuse to the teacher, dated for that day only.

Please note Child Safety Courtesy Calling Service Policy.

### **CHILD SAFETY COURTESY CALLING SERVICE**

On December 27, 1990, the Chatfield Board of Education authorized the implementation of "Child Safety Courtesy Calling Services" to the families of our school district. Same day safety calls will be provided to the families of absent students if the parent or guardian has not notified the school prior to 9:00 a.m. of their child's absence. The offering of "Child Safety Courtesy Calling Services" is being made in recognition of the following changing demographic factors, which have resulted in a reduction in available parent supervision:\*

- 1) Increase in number of families in which both (or single) parents/guardians are employed outside of the home;
- 2) Diminishing local employment opportunities necessitating earlier morning departure from home and later evening return trips.

In light of the additional perils to children in these troubled times, for example: child custody abductions, kidnapping, drug trafficking, pornography sales, youth violence, student suicide, etc., it is hoped that the institution of "Child Safety Courtesy Calls" may assist parents in maintaining the well-being of their children.

Please note that only one "courtesy call" will be made to each student's residence. If no one answers, or if only a student takes the call at the residence, then a single follow-up call will be made to either designated place of employment. No additional follow-up call will be made to either designated place of employment. No additional follow-up calls will be attempted. Under no circumstances should parents assume that the implementation of this "Child Safety Courtesy Calling Service," will unto itself, assure or guarantee the well-being of their children prior to their arrival at the designated school bus stop each morning or following their departure from the school bus stop each evening.

In addition to courtesy calls, our JMC messaging system will generate automated messages in the event a child is marked absent. If you should receive such a message, please contact the school as soon as you are able.

\*Limits of Responsibility Disclaimer: Please be advised that in offering "Child Safety Courtesy Calling Services," the Chatfield Public Schools assumes no additional responsibilities beyond those obligations as prescribed by Federal and Minnesota Statutes.

### **Bullying Prohibition [Board Policy 514]**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are

prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy (*Appendix 7*).

Any student 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 the school social worker or the building principal. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

The school district encourages the reporting party or complainant to use the report form available from the principal's office or social worker, but oral reports shall be considered complaints as well. Shannon Love is the high school designated intake officer, and all claims must be submitted to her office for proper documentation and review.

## **Buses – Conduct on School Buses and Consequences for Misbehavior [\*\*]**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.

- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

## **Cell Phones and Other Electronic Communication Devices**

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures. Parents will be required to come to the school to pick up the device to be returned to the child.

## **Discipline [Board Policy 506]**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy (*Appendix 5*).

Disciplinary actions may include, but are not limited to, the procedures listed in this section. The following list is not listed in any particular order.

- Student conference
- Parent conference
- Detention
- Loss of school privileges during, before, or after school

- Referral for service
- Removal from class
- In-school suspension
- Suspension- Suspension from school is defined as removal from school for a period of one day or more. Students may be suspended for a period of up to ten days. Students who are suspended are not allowed to attend any school functions that occur outside the normal school day, whether the function is in Chatfield or some other location. Students may be suspended for up to 15 days if an expulsion hearing has been or is in the process of being lined up.
- Expulsion- An expulsion from school may be imposed by the school board in severe situations.

## **Dress and Appearance**

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Please mark clothing and items such as shoes, mittens, gloves, caps, coats, and book bags so that there is not a question as to ownership.

Recess is a very important part of a student day. As such, we will make every effort to ensure students go outside for recess weather permitting. Students should dress appropriately for the given weather conditions. Our practice is to have the students go outside if the temperature with wind chill factored is -9 degrees Fahrenheit or warmer. We will remain indoors if the temperature reaches -10 degrees Fahrenheit or lower.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- Tops that expose the midriff, the chest and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.

- Any apparel or footwear that would damage school property.
- Headgear, including hats or headcoverings, is not to be worn in the building except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

## **Drug-Free School and Workplace**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

## **Harassment and Violence Prohibition [Board Policy 413]**

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (Appendix 8).

## **Hazing Prohibition [Board Policy 526]**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy (*Appendix 9*).



## Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A full copy of the school district's "Internet Acceptable Use" policy is available at [www.chatfieldschools.com](http://www.chatfieldschools.com) District Policy 524.

Students are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form upon enrollment.

## Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

All visitors in the building are expected to wear a visitor's badge. A visitor's badge must be obtained in advance at the principal's office. Any or all visitors may be denied access to our building at any time and without advance notice. (Visitor passes are valid only for the day in which they are issued.)

## **Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction [Board Policy 419]**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see *Appendix 10*. Contact the **building principal** if you have questions or wish to report violations.

## **Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

## **Weapons Prohibition Board Policy 501**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students may include: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school may be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the “School Weapons” policy, contact the building principal.

## **PART IV — HEALTH AND SAFETY**

### **Accidents**

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the ***school nurse in the elementary office***. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Insurance covering accidents that your child may sustain on the playground or in the building is not carried by the school district. Parents may purchase coverage through an independent agency at the beginning of each school year.

Lessons in safety are taught in all classrooms, including rules for playground safety. Adult supervision is provided on the playground during the noon hour. Children are expected to wear

tennis/athletic shoes during physical education and during the noon hour as a safety precaution. Children are also expected to walk (not run) at all times when inside the school building.

## **Asbestos Management Plan [\*]**

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office and is available on the district's website.

## **Crisis Management**

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

## **Emergency Contact Information**

Parents are asked to maintain emergency contacts and accurate means of communication in JMC. Emergency contacts are used when parents are unable to be contacted.

## **Health Information**

### **First Aid**

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in the gym cafeteria area. Tampering with any AED is prohibited and may result in discipline.

### **Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or

guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

## **Health Service**

The student health office is staffed by a trained school nurse. Students who become sick at school should report to the school nurse. In the event of an emergency, the nurse should be contacted immediately and 911 may be called, if appropriate. The nurse will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

## **Immunizations**

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the elementary office.

## **Medications at School During the School Day**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district

policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

1. Medication to be administered to a student during the school day must be brought to school by a parent/guardian and left with the school secretary. All medication no longer needed or being used is to be picked up by the parent/guardian or destroyed upon request of parent/guardian.

2. Before any prescription medication will be given by designated, trained staff supervised by the school nurse, a Physician Order for Medication and Parent Authorization Form or Physician Authorization for Self-Administration of Medication form which has been signed by a parent/ guardian must be on file with the school secretary. This authorization must include the following:

- a. The name of the student.
- b. The name of the medication.
- c. The route and dosage of medication.
- d. The time and frequency the medication is to be given.
- e. The diagnosis or reason the medication is needed.
- f. Signature of parent/guardian.
- g. Name and signature of the licensed prescriber and business and emergency numbers.
- h. Date of the order and a discontinuation date.

These forms must be submitted at the start of each school year or when the medication becomes necessary or whenever dosage/frequency and/or time needs changing.

3. Prescription medications must be provided to the school secretary in a duplicate bottle which has been appropriately labeled by a pharmacist. The label on the bottle must match the physician's orders. Prescription medications brought to school in any other container will not be administered. If the medication dosage requires that pills need to be cut in half, the medication must be brought to school already cut.

4. Before any over-the-counter (OTC) will be dispensed by designated school personnel, an Authorization of Administration of Medication form which has been signed by a parent/ guardian must be on file with the school secretary. OTC medications must be provided to the school secretary in the original labeled container. An OTC medication will only be administered to a student according to the written directions on the bottle, unless contrary written directions from a physician are provided. The District reserves the right to review the continued use of any OTC medication which has been prescribed by parent/guardian and/or require a physician's order for continued use on any OTC medication.

5. Aspirin or aspirin-containing products will only be administered upon written authorization of a physician in addition to parental authorization.

6. In order for a student to carry a medication and self-administer the medication, there must be on file with the school secretary, a written authorization from a parent/guardian and a prescription from a physician. The prescription from the physician must specifically state that the student is to carry the medication on their person and administer the medication themselves.

7. Students without prior approval, observed by school personnel self-administering medications, will be reported to the administrator in charge.

8. Only designated trained staff, under the supervision of the school nurse following the approved procedures, may dispense medication.

***ALL FORMS ARE AVAILABLE IN THE ELEMENTARY OFFICE.***

## **Suicide Prevention Information**

### **DRUGS, ALCOHOL, MENTAL HEALTH, CRIME**

For additional information and/or Emergency Assistance:

- Sunrise Youth & Family Counseling -- 287-2040
- Mayo Clinic, Adolescent Drug Abuse Service (Monday-Friday 8:00 a.m.-5:00 p.m.) -- 284-4500
- Mayo Clinic/Methodist Hospital Adolescent Chemical Dependency Unit (24 hours/day) -- 286-7592
- Olmsted County Health Department:
  - (a) School Nurse Service -- 285-8354
  - (b) VD/STD Hotline -- 285-8338
  - (c) Family Planning Clinic, Pregnancy Related Services -- 285-8519
- Olmsted Community Hospital -- Young Parent Pregnancy and Parenting Classes -- 288-3443 ext. 315
- Rapeline Program -- 289-0636
- Victim/Witness Assistance Program -- 287-2161
- Olmsted County Department of Social Services -- 285-8416

## **Pesticide Application Notice [\*]**

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

- inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
- recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
- utilization of non-chemical measures such as traps, caulking, and screening; and
- application of EPA-registered pest control materials, when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

## **Safety**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

## **Visitors in District Buildings**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a “visitors badge” while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

## 12. Parent/Guardian Refusal for Student Participation in Statewide Assessments [\*]

### Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



([education.mn.gov](http://education.mn.gov) >  
Students and Families >  
Programs and Initiatives >  
Statewide Testing)

### Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20\_\_ to 20\_\_ school year.)



### Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

#### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

☐ MCA/MTAS Reading

☐ MCA/MTAS Science

☐ MCA/MTAS Mathematics

☐ ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

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## APPENDIXES

### 1. School District Policy Cross Reference Table

All School Board Policies listed below can be found on the schools website: [District Policies - Chatfield Public Schools \(chatfieldschools.com\)](http://chatfieldschools.com)

<a href="#">Attendance.....</a>	<a href="#">503</a>
Bullying Prohibited .....	514
Cell Phone.....	506
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Course Credits Required .....	604
Crisis Management.....	806
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Employee Directory .....	406
Employment Background Checks .....	404
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Graduation Requirements.....	613
Harassment and Violence Prohibited.....	413
Hazing Prohibited.....	526
Health Information .....	420, 516, 518, 530, 806
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<a href="#">Internet Acceptable Use.....</a>	<a href="#">524</a>
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Parking on School District Property .....	527
Pledge of Allegiance .....	531
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Schedule.....	602
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Vandalism .....	506
Video and Audio Recording.....	711, 712
Visitors in School District Buildings.....	903
Weapons Prohibited.....	501