

**Bert Raney Elementary School**  
**Student Handbook**  
**2023-2024**



Bert Raney Elementary School  
555 7th Avenue  
Granite Falls, MN 56241  
Phone: 320.564.4081 option 3  
Fax: 320.564.4427  
Principal: Mrs. Hansen

***Our Motto: A Community of Learners Building  
a Foundation for Future Success!***

Dear Families,

On behalf of the Bert Raney Elementary staff, I would like to welcome you back to school! A special welcome to our new students and staff who will be joining us for the 2023-2024 school year.

This handbook is provided for your information and outlines procedures that relate to the policies adopted by the Yellow Medicine East School Board. This handbook is a reference regarding your child's responsibilities and rights based on the expectations and policies adopted by the school district. Please realize this handbook does not cover all situations, but is intended as a guide.

The Yellow Medicine East School Board approved this handbook and its contents at their August board meeting. This handbook may be changed or amended during the school year. Changes made throughout the school year can be viewed on our school's website, <http://www.isd2190.org>.

In addition, school district policies may be viewed on the district's website at: <https://www.isd2190.org/Content2/96>.

If you have questions or concerns, please contact me via phone (320) 564-4081 ext 114 or via email at [lhansen@isd2190.org](mailto:lhansen@isd2190.org).

Sincerely,

Mrs. Hansen, Principal  
Bert Raney Elementary School

[\*] Notice required by statute

[\*\*] Notice required by policy

## PROCEDURES

This handbook reflects Yellow Medicine East School District policies, which can be viewed at <http://www.isd2190.org/Content2/96>.

## QUICK FACTS

SCHOOL - Bert Raney Elementary School

PHONE NUMBER - (320) 564-4081 ext 3

FAX NUMBER - (320) 564-4427

ADDRESS - 555 7th Avenue, Granite Falls, MN 56241

SCHOOL WEBSITE - <http://www.isd2190.org>

MISSION - To provide a caring environment of high expectations that prepares every student for a successful future and instills the value of learning.

ELEMENTARY PRINCIPAL - Mrs. Hansen

ELEMENTARY ADMINISTRATIVE ASSISTANTS - Nicolle Kotek, Angie Olson

OFFICE HOURS - 7:00AM TO 3:45PM

SCHOOL HOURS - 8:15AM TO 3:00PM

SUPERINTENDENT OF SCHOOLS - Mr. Schneider

YELLOW MEDICINE EAST SCHOOL BOARD MEMBERS:

Chair: Dawn Odegard

Vice Chair: Sonja Pederson

Clerk: Matt Zempel

Treasurer: Jeremy LeBlanc

Director: Amanda Lecy

Director: Ron Winter

Director: Laurel Christanson

## ACCIDENTS

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the ***Bert Raney Elementary Principal at 320-564-4081, x114.*** 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).

## ALLERGY (Peanut/Nut/Latex/Pets)

Yellow Medicine East School District is "nut safe". Our schools are NOT completely peanut/tree nut free, but measures are in place to provide a safe environment for students with known peanut/tree nut allergies. Yellow Medicine East School District is a "latex-aware" environment.

The Yellow Medicine East School Board has passed a resolution that no latex products will be allowed in the district school buildings. This resolution was made to address the increasing number of latex allergies to people of all ages. This ban includes balloons, gloves, erasers, or any other product made from latex rubber.

Visiting pets/animals are prohibited in YME schools. An exception will be made for service animals and approved classroom curriculum units involving animals as part of a lesson or lessons.

## ARRIVAL AND DISMISSAL HOURS

If your child does not ride the bus, please time his or her arrival for **8:00AM**. Breakfast for PreK-5th grade elementary students will be served from 7:45-8:05 in the cafeteria. Elementary students arriving after 8:05AM, who wish to have breakfast, will receive a to-go breakfast from the cafeteria to be taken to their classrooms. Students may go to their classrooms when the first bell rings at 8:00AM. Classes will begin at 8:15AM and end at 3:00PM.

## ASBESTOS MANAGEMENT PLAN [\*]

The school district has developed an asbestos management plan. A copy of this plan can be viewed [here](#).

## **ATTENDANCE**

We believe:

- Students with regular attendance achieve better academically
- Students with regular attendance are better adjusted to school
- Learning that is lost due to absence can never be adequately replaced
- Students with regular attendance have an understanding of the purpose and direction of their education

School attendance laws of Minnesota require that children must attend school regularly. Children are required to be in school every day unless they are ill or there is an emergency in the family. If your child is absent from school, please call 320 564-4081, ext 244 before 9:30AM and leave a message or give the secretary the following information: name of student, grade, teacher, length and reason for absence and note whether or not you will be picking up homework.

A student will be marked tardy if he/she arrives after school starts and within one hour of the start of the school day, between 8:15AM and 9:15AM. If arrival is after 9:15AM a student will be marked absent ½ day. If the student leaves before 2:30PM for the remainder of the day, the student will be marked absent ½ day.

### **Excused Absence**

Excused absences are for all legitimate reasons. Administration will determine the legitimacy of all absences. A student has the right and obligation to make up any work missed. The student will be required to make arrangements with the teacher to make up any school work missed.

The following reasons include, but are not limited to, approved excused absences:

- Illness. A physician's statement may be required after three consecutive days of illness.
- Family leave (emergency, funerals, serious family illness, vacation)
- Religious observances
- School sponsored events
- Suspension

An absence must be excused within 2 days or the absence will remain unexcused.

\*Administration retains the right to determine whether an absence is excused.

### **Unexcused Absence**

Unexcused absences are for reasons not accepted by school officials. The following are examples of unexcused absences: oversleeping, running late, refusal by student, missing the bus, running errands, shopping, babysitting, haircuts, etc.

1. Three unexcused absences in a school year will result in parent notification.
2. Five unexcused absences in a school year will result in parent notification and a notification will be sent to the school district's social worker.
3. Seven unexcused absences in a school year will result in a report to County Child Protective Services.

\*Administration retains the right to determine whether an absence is excused or unexcused.

### **Tardy**

A student will be considered tardy if he/she is not in their classroom by 8:15AM. Students who are late should report to the office to receive a tardy slip before going to their classroom. Tardiness is unfair to the child who misses instruction and also interrupts the classroom learning for the other students.

1. Excessive tardies may require a parent/student meeting with school personnel.

### **Truancy/Educational Neglect**

A student who misses the whole day or part of the day without the consent of either the school or parent/guardian is considered truant. It is considered educational neglect when a child under the age of 12 is absent from school without a lawful excuse for seven days in a school year. The school is legally required to report educational neglect to the County Child Protective Services if the parent provides no excuse or an insufficient excuse, which deems the absence as unexcused.

## BEHAVIOR EXPECTATIONS

### POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS/STING PRIDE - Practicing Respect in all I do every day!

Positive Behavioral Interventions and Supports set building-wide expectations and encourages students to make positive behavior choices. Building expectations are modeled by all staff, displayed in all areas of the building, and are to be followed by all students. See the chart below for the specific expectations:

	All Settings	Classroom	Hallways	Playground	Cafeteria	Bathroom	Bus
<b>Respect Myself</b>	Be safe Be prepared Do your best	Make good choices Be honest	Walk Stay in own space	Be active Be safe	Eat own food Take your time Stay seated	Do your business Flush Wash hands	Stay seated on bottom Face forward
<b>Respect Others</b>	Be kind Hands to self Feet to self	Be kind Use appropriate voices Follow directions Stay in own space	Voices off Hands to self Feet to self Walk to the right	Play safe Play fair Include others Share equipment	Use quiet voice Hands to self Feet to self Practice good table manners	Use quiet voice Give others privacy	Use quiet voice Hands to self Feet to self
<b>Respect Property</b>	Keep it clean Keep school in good condition	Keep it clean Keep classroom in good condition	Keep it clean Hands to self Feet to self	Keep it clean Use equipment properly	Keep it clean Keep your food on your tray	Keep it clean Turn water off	Keep it clean Keep bus in good condition

The goal of this plan is to promote a safe and caring environment where all students are taught the difference between appropriate and inappropriate behavior.

### BIKE SAFETY

If parents approve, students may ride their bicycle to school. Children should follow all bicycle safety rules, which include one person on a bike. We also encourage students to wear bicycle helmets. Students should park their bicycles in the appropriate bike racks. We recommend that only children in the third through the fifth grades ride their bicycles to school.

Children are not permitted to ride their bikes during the school day. Bicycles should be locked in the bike rack as it is not possible to guarantee their supervision.

### BIRTHDAY TREATS

You may send treats with your child to help celebrate their birthday. All treats must be commercially made. **BERT RANEY ELEMENTARY IS A PEANUT/TREE NUT SAFE BUILDING. PLEASE REMEMBER THIS WHEN YOU PURCHASE SNACKS.** Suggestions for optional treats would be: fresh fruit, pencils, stickers, small notepads, etc. It is strongly encouraged that you check with the school nurse prior to purchasing birthday treats for a classroom to ensure allergy guidelines are met. Please

make sure that enough treats are sent for all classmates. Unless all the boys and girls in your child's homeroom are invited to a party, birthday invitations should not be distributed at school. Please send them through the mail or contact the parents directly.

## **BULLYING PROHIBITION**

Bullying means any written or verbal expression, physical act or gesture, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another's educational benefits, opportunities, or performance.

Upon receipt of a complaint the school district shall undertake or authorize an investigation by district officials or a third party designated by the school district. The district may take immediate steps to protect the complainant, reporter, or other students pending the completion of the investigation. Upon completion of the investigation the district will take appropriate action. Action may include but not be limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Additional information can be viewed on our school website, <http://www.isd2190.org/Content2/96> - Policy 514.

## **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 the bus company's rules for waiting at a school bus stop and for riding on a school bus.

Students who ride buses should assemble at the bus stops not earlier than 5 minutes before the scheduled arrival of the bus. If your child is to ride a bus other than their regular bus, please notify the office in writing or by phone. Students will not be permitted to ride on an unassigned bus without permission. Students need a written note from the office before riding a bus other than their regular bus. Instruct your child in the procedure he/she should use if they should miss their bus after school. They should report to the office or their classroom teacher so that transportation arrangements can be made.

State law mandates that all students must meet state bus training requirements. Students will be provided with training and must meet the basic requirements to be eligible to ride school buses.

The responsibility of a school bus driver is great. They cannot do a good job if there is distraction and confusion. The cooperation of students and their parents is needed for good bus behavior. Children whose behavior jeopardizes their safety and the safety of others by distracting the driver may lose the privilege of riding. Loss of riding privileges also means that students will not be able to be transported during the school day for field trips. Student misconduct will be reported to the parent by the transportation department. Eating, chewing gum, and/or drinking beverages is prohibited on regular bus routes.

**BRE transportation is provided by Bennett and Bennett Transportation. Please direct busing questions and concerns to Bennett and Bennett Transportation at (320) 564-4766.**

## **CALENDAR**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at <http://www.isd2190.org> - Quick Links: School Calendar 2023-24.

## **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.

## **COMMUNICABLE DISEASES**

Communicable illnesses should be reported to health services as soon as possible. If a child is hospitalized or has a lengthy illness, parents should also call the school nurse so plans for continuing the child's education can be made. A physician's statement may be required after three consecutive days of illness.

Children should be kept home when they have:

- Fever 100° or higher
- Vomiting
- Diarrhea
- Extreme congestion or nasal drainage
- Persistent cough
- Student is not feeling healthy enough to perform routine activities in the classroom

Reasons student may be sent home from school:

- Fever of 100° or higher
- Vomiting
- Diarrhea
- Persistent cough that is interfering with normal daily activities
- Student is displaying symptoms of a potentially contagious disease (ex: rashes, sore throat, pink eye, etc.)
- Pediculosis - live lice found in student's hair
- Student is not feeling healthy enough to perform routine activities in the classroom

Children may return to school when:

- They are fever free for 24 hours without use of fever reducing medication
- They have been on an antibiotic 24 hours for treatment of a bacterial infection
- 24 hours after vomiting/diarrhea has subsided and fluids have been replenished
- Head lice: Readmitted after hair has been treated and clothing has been laundered. The nurse will check student's hair before readmission to school
- Student is feeling healthy enough to perform routine activities in the classroom
- The school reserves the right to request a doctor's note to clear any student for return to school if there is concern of the student being contagious

The nurse or other staff members provide basic first aid and care for minor illnesses and injuries for students at school. To ensure a healthy environment we will dismiss ill students to parents/guardians. If we are unable to reach the parent/guardian or they are unable to arrive within a reasonable time, we will contact the designated emergency contact. Please make sure to provide accurate contact numbers that allow the school to reach you or the emergency contact at all times. It is the parent's responsibility to provide transportation home for the child. The child should be picked up as soon as possible.

If an injury or illness is of a serious or life threatening nature, emergency services will be contacted, followed by the parent or legal guardian. The designated emergency contact will be notified in the event the parent or legal guardian cannot be reached.

Medication will be given at school only when failure to take medication could jeopardize a student's health. Administration of the medication must be supervised by health services or an appointed staff

member. No medication will be given without a medication administration consent form completed and signed by the parent/guardian and a licensed healthcare provider. Medication must be sent in its original container, which is labeled with the child's name.

### **COMMUNITY USE OF SCHOOL FACILITIES**

Community groups are encouraged to use school facilities when they are not being used for school or student events. We are proud of our facility and would like you to see and use it. Call the Community Education Office to make arrangements to use the building. (320) 564-4081 ext 111.

### **CONFERENCES AND REPORT CARDS**

Parent-teacher conferences are scheduled in the fall and spring. If needed or desired, parents or teachers may request special conferences at any other time of the year.

Report cards are issued to students in grades K-5 at the end of each quarter. This report reflects the student's performance in terms of his or her maturity and ability. Students are assessed in subject areas as well as in student habits and social growth areas. The following will apply to reporting students' progress:

1. Grades reflect students' daily work, class participation, and test/quiz results.
2. No "F" will be issued unless parent(s) have been informed of academic concerns prior to the end of the grading period.
3. Special needs students shall be graded in a manner determined by the special needs instructor and noted in their Individualized Education Plan.

Individual teachers may also correspond with parents in other ways during the course of the school year.

### **CYBERBULLYING**

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs; also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

### **DISCIPLINE [\*]**

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 506 at <https://www.isd2190.org/Content2/96>.

Bert Raney Elementary has implemented Positive Behavior Intervention Supports (PBIS) schoolwide. The PBIS process encourages students to make positive behavior choices by following building expectations. Building expectations are taught by classroom instructors, modeled and expected by all staff, and should be followed by all students.

### **DISCIPLINE COMPLAINT PROCEDURES [\*]**

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, or the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied.

The process is initiated by submission of a complaint in writing to the Superintendent or the superintendent's designee. The complaint must be submitted in writing and dated by the person making the complaint.

A Discipline Complaint form is on the District website and available in administration offices. The process is initiated by filling in the form and submitting the form to the superintendent of school.



1. Upon receipt of the complaint, district representatives will commence an investigation within three school days. The Superintendent will direct the investigation. The District may use outside counsel as it sees fit. The superintendent may designate staff responsible for any aspect of the process.
2. Upon completion of the investigation, a written determination will be provided to the complainant addressing each allegation. The determination will contain findings and conclusions, with appropriate application of the Minnesota Government Data Practices Act.
3. If the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, the Superintendent will initiate a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future.
4. Reprisals or retaliation against any person who asserts, alleges, or reports a complaint is prohibited. District administration will apply appropriate consequences for a person who engages in reprisal or retaliation.

## **DRESS CODE**

We believe that there is a positive relationship between dress and attitude. Students are expected to show good judgment in dress and grooming at all times. We encourage students to dress in a neat manner that reflects pride in themselves and their school. Any appearance that causes adverse comment or undue attention when it detracts from the educational program of the school will not be allowed. When grooming and/or appearance is detrimental to student safety or of questionable taste, this will necessitate a change in appearance and/or grooming. Students will be required to change these items. Students may not wear clothing that advertises tobacco or alcohol companies or that is sexually suggestive or offensive. Exposed undergarments will not be allowed. No gang related clothing, colors, or symbols will be tolerated. A simple rule is neatness and decency.

Be sure that your children are dressed appropriately for the weather. Children do go out for play and should be dressed each day with this in mind.

## **DRUG-FREE SCHOOL**

It is the goal of District 2190 to maintain a safe and healthy environment for staff and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy. A student who violates this policy shall be subject to discipline in accordance with the district's discipline policy. Such discipline may include suspension or expulsion from school.

## **E-LEARNING DAY PLAN**

An eLearning Day is used in place of a school day that has been canceled due to inclement weather. An eLearning Day means that students will complete the learning activities and assignments provided by the teacher at home. Students will receive learning activities and assignments for each subject that would have originally taken place during a regular school day.

## **EMERGENCY CONTACT INFORMATION**

We request that we have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. If you have a regular schedule of activities, please let us know your schedule along with the phone numbers where you can be reached. Cell phone numbers and email addresses are also useful if you have them. It is essential that this record be kept current. A new form should be completed at the beginning of each school year. This form will be distributed with other back to school information. Please let the office know if there are any changes or additions during the year.

## **EMPLOYMENT BACKGROUND CHECKS [\*]**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. 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.

### **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 their own pencils, pens, paper, erasers, notebooks, and other school supply items as noted on the yearly supply list. If purchasing school supplies creates a financial hardship for the family, a parent or guardian should contact the BRE Office at 320-564-4081, x114 for support in obtaining these items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Security deposits for the return of materials, supplies, or equipment.
- Physical education and athletic equipment including but not limited to roller skating fees.
- Items of personal use or products that a student has an option to purchase such as the BRE yearbook, professional school photograph, musical recorders, etc.
- 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 Elementary Principal, Mrs. Hansen, at 320-564-4081, x114 or via email at [lhansen@isd2190.org](mailto:lhansen@isd2190.org).

### **FIELD TRIPS**

Field trips are planned for grade levels throughout the course of the school year. They are intended to extend the learning that has occurred in the classroom. We believe that it is a privilege that students earn by demonstrating responsible behavior at school on a daily basis. Students are responsible for completing their assignments in a timely fashion and have school work up to date at the time of the field trip. It also means that they have demonstrated appropriate behavior both in the classroom and around the school.

Specific information about field trips for individual grade levels will be shared with parents. A blanket field trip permission form is to be signed by the parent at a student's start of their elementary career.

### **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 BRE Lobby. Tampering with any AED is prohibited and may result in discipline.

### **FOOD SERVICE PROGRAMS**

Each family has a food service account and all family members eating in school utilize the same account. The account is intended to be a prepaid charge account so meals are paid for prior to your family member using the account. The Food Service Department will send out or email a "LOW BALANCE NOTICE" when your account reaches \$10.00, at that time money should be added to your account to maintain a positive balance. Food Service Payments can be made by sending money with your student to school, mailing your payment, or using the online payment portal.

Please complete the application for free/reduced meals. The application may not only qualify your family for meal benefits, but it is also used to determine other federal funding for our school district. If you have questions or need assistance, please contact the Food Service Office @ 320-564-4081 ext 174.

The cost for extra milk will be taken directly from your food service account. Even if your child is on the free meal plan, you will be responsible for the cost of the extra milk. If you do not want your child to have extra milk with a meal or during the snack break, please notify the elementary office or your child's teacher.

## **FORBIDDEN ITEMS**

Forbidden items that have no place in school include but are not limited to: trading cards, heelys, knives, weapons of any kind, cigarettes, drugs, laser lights, needles, water guns, baseballs (hard balls), bats or pornography. These items, plus anything else which causes problems of control at school, will be taken from students. Students may be suspended or expelled for knowingly or unknowingly violating the school district's weapon policy. It is very important that you review the weapon policy with your child/children. Additional information can be viewed on our school website, <http://www.isd2190.org/Content2/96> - Policy 501.

## **FREE SCHOOL MEALS**

On Friday, March 17, 2023, Governor Walz signed the Free School Meals bill into law. This will take effect with the July 1, 2023 - June 30, 2024 school year. This legislation provides the reimbursement for a free breakfast and lunch to students who receive meals through their school's participation in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP).

## **GANG RELATED ITEMS**

Our school has a zero tolerance policy relating to gang related paraphernalia. Gang related clothing, colors, or symbols will not be tolerated. Collectible material will be confiscated. Clothing will need to be changed or removed. Students who are not cooperative or continue to wear gang-related clothing or put gang related symbols on clothing, notebooks, and other materials will be removed from school until a conference with a parent or guardian occurs to resolve the issue.

## **GRADES**

Students' grades will be reported quarterly for core subjects and at semester time for music and physical education during the year. Report cards will be sent home electronically via the email address(es) that are provided to the office by parents/guardians. In the event a family does not have an email address, they may request a copy of the child's report card be mailed to them via the USPO. Online grade reports may be reviewed via the Parent Portal in the JMC software program. Parents/guardians may contact the BRE Office at 320-564-4081, x114 for assistance.

## **GYM SHOES/PHY. ED.**

It is school policy that children should have tennis shoes for physical education. We recommend mid-weight shoes with arch supports and cushioned soles. If a child is not going to participate in physical education classes, he or she must bring a note from home and/or your doctor.

## **HARASSMENT AND VIOLENCE PROHIBITION [\*]**

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 can be found at <https://www.isd2190.org/Content2/96>.

## **HAZING PROHIBITION [\*]**

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. Additional information can be viewed on our school website, <http://www.isd2190.org/Content2/96> - Policy 526.

## **HEALTH SERVICES**

The health office is staffed each school day to provide health and educational services. The school nurse is available for consultation with parents, if needed. Please alert the school nurse or teacher if your child has a particular health problem that may affect the child's learning or functioning at school. If your child is on medication that is administered at home and may affect their attention or behavior at school, please let the school nurse and/or teacher know. Please note that the school nurse is not in

the building at all times - when the school nurse is not in the building other staff such as building administrative assistants may/will be covering the health office.

Pupils are required to have a certification of their immunizations or the appropriate waiver certificate on file. Students will not be allowed to attend school without proper immunizations or notarized documentation of exemption.

If your child needs to be excused from physical education, please send a note. If it is to be a long-term excuse from physical education activities (over one week), the child must bring an excuse from a physician. The school district reserves the right to request a note from a physician at any time if restrictions from physical activity are requested.

The hearing and vision of all children are screened annually. Both can be tested any time by request of the parent or teacher. Health Services will draw the parent's attention to any matters that appear to require professional medical attention.

## **HOMEWORK**

Homework policies vary from grade to grade, teacher to teacher, and from subject to subject. Students are usually given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework increases. The general rule is 10 minutes for each grade in school (4th grade = 40 minutes). The amount may vary from day to day. Students who do not use class work time wisely, may find that they need additional time to complete their assignments at home. Occasionally, a student may have a special project which might take several hours of work at home. However, work for these projects may be spread over several days.

## **HOMEBOUND OR HOSPITAL INSTRUCTION**

Homebound or hospital instruction is available for children who are absent from school due to prolonged illness or disability. A request to the school must be made by the child's physician. After we have that, instruction may be provided by the pupil's regular classroom teacher or other licensed staff. Part-time instruction in the school with part-time instruction in the home is also available to the child who cannot participate in a full time program.

## **INSURANCE**

The school does not carry insurance for accidents that may occur on the playground or elsewhere. You need to have your own policy in force.

## **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 copy of the school district's internet "Acceptable Use Policy" is available at [www.isd2190.org](http://www.isd2190.org).

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. Identify each curriculum, testing, or assessment technology provider with access to educational data;
  2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract;
- and

3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

### **KINDERGARTEN REGISTRATION/ORIENTATION**

Each spring our school conducts a kindergarten kickoff event for the next year's kindergarten-age classes. Children whose fifth birthdays occur on or before September 1st are eligible for entrance into Kindergarten. You will need to present a birth certificate at the time of registration. Contact the elementary school office to fill out registration data.

### **LOCKERS**

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

### **LOST AND FOUND**

All lost articles found at school are kept in a special depository where students or parents may claim them.

- It is a good idea to put your child's name on articles of clothing.
- Encourage your child to check the collection if they are missing something.
- When an article is lost, don't let time lapse before trying to locate it.
- Use caution in allowing articles of sentimental or monetary value to be brought to school.

Please call the office with questions. Lost and found articles are usually given to charity prior to the start of a new school year and mid-year as needed.

### **LUNCH**

Lunch times vary by classroom and grade level. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home.

Students may be eligible for free and reduced-price lunches and/or breakfasts. Free and reduced-price eligibility forms are available from the BRE Office or on the school's website. For more information regarding eligibility for free and reduced-price meals, contact Marlys LaCroix at 320-564-4081, x114.

### **MEDICATIONS 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.

### **MESSAGES TO STUDENTS**

Students may not be interrupted during school hours by outside calls and messages except in case of emergency. If it is necessary to reach your child's school on a school day between 7:00AM and 3:45PM, dial Bert Raney Elementary at 320-564-4081 ext 3. The school secretary will relay messages to students. Students will be allowed to use the phone only in cases of emergency. Please make after-school plans prior to leaving in the morning.

Parents who wish to contact a classroom teacher should be prepared to leave a message requesting that the teacher contact the parent at the teacher's convenience. Teachers are generally not available to come to the telephone during the time school is in session. Leaving a message may be necessary even before or after school since the teacher may be involved in a conference or attending meetings at the time your call is made.

### **MONEY**

Except for small amounts, payment by check made out to the school or school district would be appreciated. Checks eliminate the problem of money being lost on the way to school. Payments for activity fees/passes and lunch may be made by credit card through the "Sting Store - Online Payment" link under the "For Parents" section of the school district website. When cash is sent with younger children, please put it in an envelope with the child's name, room number (or teacher's name), and reason for payment (example: field trip, lunch, milk, etc.) written on the outside. Please emphasize with your children the danger of leaving valuables in their desk, locker or other places at school.

### **NONDISCRIMINATION [\*]**

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 Rich Schneider, Superintendent, YME School District - 450 9th Avenue - Granite Falls, MN 56241 as the district's human rights officer to handle inquiries regarding nondiscrimination.

### **NOTICE OF VIOLENT BEHAVIOR BY STUDENTS [\*\*]**

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.

### **OUTSIDE ACTIVITY AND RECESS**

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

- Warmer than 0 degrees -- outside activity/recess for all students.
- Between 0 degrees and -10 degrees -- activity/recess time shortened.
- Colder than -10 degrees -- indoor recess for all students.

Please ensure your child is dressed appropriately for the weather.

### **PARENT AND TEACHER CONFERENCES**

Parent and teacher conferences will be held twice a year, typically in the fall and again in the spring. Various formats for conferences will be available for parents to select from. Detailed information will be distributed to parents from the BRE Office via JMC and other means as requested by parents. For more information, contact the building principal.

## **PARENT ACTIVITIES**

PreK-5 classrooms will attempt to offer a minimum of 2 parent involvement activities each year. These activities are opportunities that invite students and/or family members into the school building to participate in an educational event. These activities are in-addition to our parent-teacher conferences that are offered in the fall and spring.

Parents/guardians will receive information from their child's classroom teacher regarding these events.

## **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.

## **PESTICIDE APPLICATION NOTICE [\*]**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting ***Rich Schneider, Superintendent of Schools at 320-564-4081, x106.***

## **PLEDGE OF ALLEGIANCE [\*]**

Students will recite the Pledge of Allegiance to the flag of the United States of America at least once per week. 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.

## **PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Yellow Medicine East School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

Political affiliations or beliefs of the student or the student's parent;  
Mental and psychological problems of the student or the student's family;  
Sexual behavior or attitudes;  
Illegal, antisocial, self-incriminating, or demeaning behavior;  
Critical appraisals of other individuals with whom respondents have close family relationships;

Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;  
Religious practices, affiliations, or beliefs of the student or the student's parent; or  
Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys") and certain physical examinations and screenings.

The full policy can be viewed on the school's website at <https://www.isd2190.org/Content2/96>.

### **PRESCHOOL - LITTLE STINGERS**

Bert Raney Elementary School is home to the Little Stingers Preschool programs. Children who are ages 3, 4 & 5 are eligible for preschool and should contact Preschool Coordinator, Keisha Louwagie at [klouwagie@isd2190.org](mailto:klouwagie@isd2190.org) for registration and program information.

### **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. Additional information on retention may be obtained from the Elementary Principal by contacting the BRE Office at 320-564-4081, x114.

### **REFUSAL FOR STUDENTS TO TAKE STATE ASSESSMENTS**

Minnesota Statute 120B.31, Subdivision 4a requires school districts to provide notice to parents or guardians of their option to refuse to have their students take the statewide assessments. The Commissioner of the Minnesota Department of Education (MDE) has developed a form for parents to use to exercise this option. The updated form will be linked here upon release from MDE or a copy can be mailed to parents and/or picked up from the BRE Office.

### **REVIEW OF CURRICULUM CONTENT AND ALTERNATIVE INSTRUCTION**

The Yellow Medicine East School District believes in the principles of intellectual freedom. Members of the community are welcome to review curriculum and instructional materials. Any parent, guardian, or adult student in District 2190 may express concerns about the content of instructional materials in the district's educational program. Whenever a concern is expressed, the district will respond in accordance with the procedures described in the Procedure for Review of Curriculum Content and Alternative Instruction policy. The intent of this procedure is to provide parents and guardians the opportunity to review instructional materials, address concerns and propose alternative instruction for their child. The intent is not to interfere with the rights of others to receive the instruction in question nor does it relieve the student from meeting state and district requirements or essential learner outcomes.

### **SCHEDULE**

School begins at 8:15AM and dismissal begins for preschool at 2:55PM. In the events these times change, parents will be notified via contact information previously provided to the BRE Office.

### **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 responsibly represent 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 Yellow Medicine East 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 BULLETINS AND NEWSLETTERS**

From time to time during the school year, bulletins and newsletters will be sent home from school. It is important that parents read these bulletins to be informed about school events. Your interest in reading them will encourage children to continue bringing them home. These may also be emailed and/or posted on the school website.

### **SCHOOL CLOSING PROCEDURES**

In case of emergency or inclement weather, school may be dismissed early or canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. Buses will leave soon enough to enable them to make their route. However, if this is impossible, children will be housed where the parents desire them to be. Emergency care slips are provided for parents to designate this information. If we have your phone number on file, you will receive an automated call or text through the "JMC Messaging" system. Radio stations and TV stations will carry announcements of school schedule changes.

If your child is to go somewhere other than their normal destination on an early dismissal day, please notify the school in the fall.

### **SCHOOL PATROL**

Students in the fourth and fifth grades serve the school as School Patrol Officers on a volunteer basis. They assist the walking students at the crossings near the school (on 7th Avenue only) both before and after school. All students are asked to respect and obey these officers.

### **SCHOOL PICTURES/MEMORY BOOK**

Our school contracts annually to have pictures taken of the school children during September. Information regarding prices, times and days will be distributed in a timely fashion. We also publish a memory book each spring that contains pictures of all students and a variety of candid shots as well. Information regarding the memory book will be sent home with students.

### **SCHOOL SECURITY**

Our district has implemented a proactive security policy in an attempt to make our school a safe place for our students. Visitors are asked to enter from the main entrance at Bert Raney. A visitor will need to press an office notification button located outside of the entrance that will signal the office. The office secretary will request your name and intent of your visit. The door will unlock and visitors may then proceed to the office. In addition, our district has security cameras installed throughout the building and school grounds to assist with student and staff safety.

### **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 [\*]**

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.

### **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 505.

## **STUDENT RECORDS [\*]**

Under the Family Educational Rights and Privacy Act (FERPA), parents or 18-year-old students have the right to review and inspect school records pertaining to the student. Requests should be made to the elementary principal who will arrange for the records to be reviewed.

With the exception of data collected by a public school on certain nonpublic students and parents, directory information related to a student may be released and made public without the written consent of the parents (or an eligible student) if the district gives public notice of the categories of information which it has designated as directory information. Directory information is defined by federal law. The federal law and regulations provide that the following information may be considered directory information:

- The student's name; address; telephone listing; electronic mail address; photograph; date of birth; place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance (dates of attendance means the period of time during which the student attends or attended a school or schools in the school district. The term does not include specific daily records of a student's attendance at a school or schools in the school district.); grade level; enrollment status; degrees; honors and awards received; and the most recent educational agency or institution attended by the student. Parents or legal guardians may refuse to permit designation of any or all of the above categories as directory information. This refusal should be made in writing and be communicated to the Elementary School Principal by September 15 of each year.

Directory information may also include the name, address, and telephone number of the student's parent(s). Data on nonpublic school students collected by a public school is private data and may not be designated as directory information unless prior written consent is given by the child's parent or guardian. Minn. Stat 13.32, Subc. 4a.

A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at <https://www.isd2190.org/Content2/96>.

The school has on file the grades, attendance records, standardized test scores and discipline records

that have resulted from your child's work since they started school. If your child has attended schools other than Yellow Medicine East, these records may also be on file. The parent or guardian may see the contents of these records by making an appointment with the principal or secretary. You may have copies made of anything in the school record at a cost of \$1.00/copy. You are not permitted to take the original record out of the office. Statements from the parent/guardian may be placed in the student's record if it pertains to school work.

The parent may request that items be removed from the file. This request should be in writing. It is the decision of the principal to grant or not grant the request. The decision can be appealed to the superintendent and then the Board of Education. Records cannot be transferred without written permission from the parent/guardian with the exception of a public school in the state in which you have enrolled after transferring from this school.

### **STUDENT SURVEYS [\*]**

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". A complete copy of the school district's "Student Surveys" policy may be obtained at <https://www.isd2190.org/Content2/96>.

### **TELEPHONE CALLS**

Students may not be interrupted during school hours by outside calls and messages except in case of emergency. If it is necessary to reach your child's school on a school day between 7:00 AM and 3:45 PM, dial Bert Raney Elementary at 320-564-4081 ext 3. The school secretary will relay messages to students. Students will be allowed to use the phone only in cases of emergency. Please make after-school plans prior to leaving in the morning.

Parents who wish to contact a classroom teacher should be prepared to leave a message requesting that the teacher contact the parent at the teacher's convenience. Teachers are generally not available to come to the telephone during the time school is in session. Leaving a message may be necessary even before or after school since the teacher may be involved in a conference or attending meetings at the time your call is made.

### **TESTING**

All 3rd-5th grade students take the Minnesota Comprehensive Assessments. All ESL students take the ACCESS for ELLs test. The results of these tests are shared with parents as they become available. The information from these tests is utilized to determine if students need additional help and support in the areas of reading, mathematics and writing.

### **TITLE I**

The Title I program is available to assist students who are experiencing difficulty in reading and/or math. Bert Raney is a Title I school for the 2022-23 school year. Parents of students in Title I schools may request, and the school will provide to the parents on request, information regarding the qualifications of the student's classroom teachers, including:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived.
- 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.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

A Title I Parent-School Compact is reviewed and signed by all parents at Fall Conferences.

## **TOBACCO-FREE SCHOOLS; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION [\*\*]**

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. Contact **Rich Schneider, Superintendent of Schools at 320-564-4081, x106** if you have questions or wish to report violations.

***[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]***

## **TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

The school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more from the school. 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.

## **VANDALISM**

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

## **VIDEO AND AUDIO RECORDING**

### **School Buses**

School buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing 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 are equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

## **VISITORS IN DISTRICT BUILDINGS**

Parents/guardians and community members are welcome to visit the schools. We encourage parents and grandparents or anyone interested, to visit school during the school day, we ask that you limit your visit to no more than 30 minutes. If you wish to visit a class, a call to the office beforehand would be appreciated. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the **BERT RANEY ELEMENTARY OFFICE** upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the **BERT RANEY ELEMENTARY 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.

### **WEAPONS PROHIBITION**

Yellow Medicine East School District has a STRICT policy with regard to weapons in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against anyone who violates this policy. A weapon can be defined as: any object, device or instrument designed that is capable of threatening or producing bodily harm or which may be used to inflict self-injury.

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; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; 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 will include, at a minimum: 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 for 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 will be expelled for at least one year, subject to school district discretion on a case-by-case basis.

The full policy can be viewed at <http://www.isd2190.org/Content2/96> - Policy 501.