

Renville County West  
Elementary Student and Parent Handbook  
2024-2025 School Year



Renville County West Public Schools- ISD 2890  
301 NE 3<sup>rd</sup> Street Renville, MN 56284  
(320) 329-8368

**Mission Statement**

The Renville County West School District prepares students to be contributing members of a changing society through supportive and relevant educational strategies.

**Vision Statement:**

Future Ready, Jaguar Proud.

This handbook provides information about processes and rules relating to elementary students. Please read it carefully and contact the K-12 Office if you need any explanations or further information.

**Policy Information** RCW policies and others can be found in their entirety on our [district webpage](#)

## **Welcome to another year of learning at Renville County West Elementary School!**

### **Communication is Key:**

Parent-school communication is vital for our success. Whether new or returning, this handbook will answer many of your questions about RCW Elementary procedures. Please read it, discuss it with your child, and use it as a reference throughout the year. Check our school website: [www.rcw.k12.mn.us](http://www.rcw.k12.mn.us) and the Daily/Weekly Roar for the latest updates.

### **Working Together:**

RCW parents and educators should build positive relationships, communicate openly, and work together to have a great school year. Our staff is here to support your child's academic, social, and emotional needs. We invite all parents and community members to get involved in their child's education.

### **Get Involved:**

We encourage you to participate in school events, parent-student-teacher conferences, and classroom volunteering. PTO events and other school programs. Your involvement is crucial to your child's educational journey. A background check is required. Cost of background checks could change from year to year. Currently background checks are only required one time at RCW. The district office keeps record of parents/guardians/volunteers who have completed background checks. Please contact [thinderks@rcw.k12.mn.us](mailto:thinderks@rcw.k12.mn.us) or stop by the District Office for the paperwork or additional questions.

### **Stay in Touch:**

Please contact us with any questions or concerns. We look forward to a productive year filled with rewarding experiences for you and your child.

Sincerely,

Renville County West Elementary Administration and Staff

**RCW District 2890 is committed to:**

- Providing a positive and safe environment where everyone is treated with respect.
- Building a school community that will use developmentally appropriate and challenging curriculum to meet all children's needs and learning styles.
- Providing an atmosphere that stimulates students to become responsible and productive members of society;
- Promoting lifelong learning for students, staff, and community.

At Renville County West, we have adopted the Acronym ROAR. Each letter represents a strong contributing factor to success.

**RCW Jaguars own their success by giving their best, building connections, and showing kindness.**

R: **Relationships**: Building connections and accepting others.

O: **Ownership**: Being responsible for you and all you do.

A: **Achievement**: Giving YOUR best to achieve success.

R: **Respect**: Showing kindness to everyone and everything.

Our goals for our students include not only academic achievement but also the achievement of personal, social, and emotional skills. As school personnel, we know it is our job to find a way to give your child the best support and practices in their learning process. We know that now is the time to model for “our kids” and encourage them to **Hear** the ROAR, **Feel** the ROAR, and **Be** the ROAR.



## Renville County West

Jaguars own their success by giving their best, building connections, and showing kindness.

Jaguar Proud	Classroom
R Relationships	<ul style="list-style-type: none"><li>• Be kind</li><li>• Be trustworthy</li><li>• Include everyone</li></ul>
O Ownership	<ul style="list-style-type: none"><li>• Be responsible with your behavior</li><li>• Be responsible with materials</li></ul>
A Achievement	<ul style="list-style-type: none"><li>• Do your best</li><li>• Learn from your mistakes</li><li>• Keep trying</li></ul>
R Respect	<ul style="list-style-type: none"><li>• Be a good listener</li><li>• Follow classroom expectations</li><li>• Be patient</li></ul>



## Renville County West

Jaguars own their success by giving their best, building connections, and showing kindness.

Jaguar Proud	Hallway
R Relationships	<ul style="list-style-type: none"><li>• Keep hands, feet, and unkind words to yourself</li><li>• Smile and wave</li></ul>
O Ownership	<ul style="list-style-type: none"><li>• Keep hallways and lockers clean</li></ul>
A Achievement	<ul style="list-style-type: none"><li>• Be on time</li><li>• Be prepared</li></ul>
R Respect	<ul style="list-style-type: none"><li>• Keep moving with quiet, inside voices</li><li>• Stay in line</li><li>• Be aware of others</li></ul>



## Renville County West

Jaguars own their success by giving their best, building connections, and showing kindness.

Jaguar Proud	Bathroom
R Relationships	<ul style="list-style-type: none"><li>• Respect others privacy</li></ul>
O Ownership	<ul style="list-style-type: none"><li>• Pick up paper towels on the ground</li><li>• Appropriate use of toilet paper, paper towels, and soap</li></ul>
A Achievement	<ul style="list-style-type: none"><li>• Be quick and return to learning</li></ul>
R Respect	<ul style="list-style-type: none"><li>• Keep hands, feet, and unkind words to yourself</li><li>• Use a quiet voice</li><li>• Wash your hands with soap and water</li></ul>



## Renville County West

Jaguars own their success by giving their best, building connections, and showing kindness.

Jaguar Proud	Lunchroom
R Relationships	<ul style="list-style-type: none"><li>• Say please and thank you</li><li>• Include others</li><li>• No saving seats</li></ul>
O Ownership	<ul style="list-style-type: none"><li>• Clean up after yourself</li><li>• Encourage peers to clean up after themselves</li></ul>
A Achievement	<ul style="list-style-type: none"><li>• Use your time wisely</li><li>• Enjoy your own food</li></ul>
R Respect	<ul style="list-style-type: none"><li>• Use a quiet voice</li><li>• Chew with your mouth closed</li><li>• Stay seated and raise your hand if you need something</li><li>• Listen to the adults</li></ul>



## Renville County West

Jaguars own their success by giving their best, building connections, and showing kindness.

Jaguar Proud	Playground <small>The Playground Staff and Administration have the final say</small>
R Relationships	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Invite others</li> <li>• Share equipment and take turns</li> </ul>
O Ownership	<ul style="list-style-type: none"> <li>• Only balls or frisbees are thrown in the air</li> <li>• Balls are only thrown to one another and in games</li> <li>• NO soccer, football, baseball on the blacktop</li> <li>• Only touch football can be played</li> <li>• Slide down the side feet first and return to the stairs to slide again</li> <li>• Move with hands across the monkey bars- No sitting or climbing on top</li> <li>• No jumping off the equipment</li> <li>• Clothing stays on you</li> <li>• Lunchboxes left by the door you will enter</li> </ul>
A Achievement	<ul style="list-style-type: none"> <li>• Stay within the boundaries (No Play Zones marked with Yellow)</li> </ul>
R Respect	<ul style="list-style-type: none"> <li>• LISTEN, LISTEN, LISTEN!!!!</li> <li>• Use equipment with respect and return when finished</li> </ul>



## Renville County West

Jaguars own their success by giving their best, building connections, and showing kindness.

Jaguar Proud	Library
R Relationships	<ul style="list-style-type: none"> <li>• Friends read together</li> <li>• Quiet voices and listening ears</li> <li>• Share equipment and take turns</li> </ul>
O Ownership	<ul style="list-style-type: none"> <li>• Put books in the right place after browsing</li> <li>• Clean up after yourself</li> </ul>
A Achievement	<ul style="list-style-type: none"> <li>• Set goals for reading books</li> <li>• Be a learner</li> </ul>
R Respect	<ul style="list-style-type: none"> <li>• Use kind words when talking to others</li> <li>• Listen to the library supervisors</li> <li>• Treat books with respect</li> </ul>



## Renville County West

Jaguars own their success by giving their best, building connections, and showing kindness.

### Thank you for showing your Jaguar Proud Behaviors!

<b>R</b> <b>Relationships</b>	<b>Building connections and accepting others.</b>
<b>O</b> <b>Ownership</b>	<b>Being responsible for you and all you do.</b>
<b>A</b> <b>Achievement</b>	<b>Giving YOUR best to achieve success.</b>
<b>R</b> <b>Respect</b>	<b>Showing kindness to everyone and everything.</b>

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## **Accidents**

Accidents that occur in school or on school grounds should be reported to the classroom teacher, school nurse, or school office within 24 hours of the accident. Report all accidents, no matter how minor they may seem.

## **Active Recess**

All PreK-6 students at Renville County West School engage in 20-25 minutes of active recess daily, promoting physical activity, social interaction, and overall well-being before or after lunch. An optional morning recess is available for 1st-6th grade students from 7:50-8:10 am.

## **Administration**

The Board of Education approves the policies governing your school. Your school administrators interpret these approved policies. Renville County West Administrative Personnel:

- Superintendent of Schools: Brad Johnson
- PreK-6 Principal: Kristen Egge
- 7-12 Principal: Peyton Mills

All problems involving student personnel should first be brought to the attention of the Teacher, Principal, or Supervisor concerned. Other school business will be handled through the office of the Superintendent or at a meeting of the Board of Education. The school board's regular meeting is held on the second Monday of each month, and a work session is typically held on the fourth Monday of each month.

## **Arrival and Dismissal**

RCW students should not arrive at school before 7:50 am.

- 1st through 6th grade students are to report to the cafeteria for breakfast before going outside for recess. If students choose to go to recess from 7:50 to 8:10, they will not be allowed to return to the cafeteria to get breakfast. They will be sent to class, and parent communication from their child's teacher will occur.
- VPK) Preschool students should go to their classrooms in the morning. They are not to go outside for morning recess.
- Kindergarten students who arrive between 7:50 and 8:10 am should report to the cafeteria and not go outside for morning recess.

Tardy or late bus students will be given a pass from the office to eat breakfast before heading to their classroom.

## **Assessments**

Renville Public Schools uses a variety of tools to measure and determine a student's academic growth, progress toward meeting state academic standards, and English Language development, including:

- Minnesota Comprehensive Assessments (MCA) (Grades 3-12)
- ACCESS for English Language Learners (Grades K-12)
- Fastbridge Reading, Math, and SEL Assessments (Grades P-6)
- Desired Results Developmental Profile (DRDP) (Pre K)
- Classroom assessments and more

Please visit the [school website](#) for more information about assessments, school testing calendars, and how results are shared with families.

## **Attendance**

### Reporting Absences:

If your child will be absent for any reason, please call 320-329-8368 by 8:15 AM on the day of the absence. You can also send a note with your child. The school's phone system is active 24/7. Include the following information:

- Child's Name
- Date of Absence
- Reason for Absence
- Name and phone number of the person reporting the absence

### Homework Requests:

Request homework before 12:00 PM for pick-up between 2:00 PM and 3:00 PM.

### Excused Absences:

Valid reasons for absence include:

- Illness (physician's note required after the 10th absence)
- Medical or dental appointments
- Extreme family emergencies
- Religious observances
- Court appearances (with documentation)

### Request to be excused from physical education:

A doctor's note requesting that your child be excused from participating in physical education class for health reasons. The student will still attend PE with their class and become an observer during this class time.

### Unexcused Absences:

Reasons such as missing the bus, oversleeping, working at home, haircuts, or shopping are not valid excuses and will be treated as truancy.

### Truancy:

For 2 unexcused absences, a letter will be sent home, and a referral to Renville County will be made. If unexcused absences continue, the truancy process will be in motion.

- A social worker will then contact the family to help improve attendance.

### Legal Requirements:

Minnesota state law requires children under 16 to attend school. Parents are responsible for ensuring their child attends school.

For more details, please refer to Minn. Stat. § 1202.101 (Continuing Truant) and Minn. Stat. § 260C.007 (Habitual Truant). ([Policy # 503](#))

## **Bicycles**

Students are expected to follow bicycle safety rules with your student(s). Students violating the following safety rules for bike riding shall lose this privilege. Bikes should not be ridden on the sidewalks during school hours. Students need to dismount and walk their bikes to the bike rack.

- Bicycles must be left in the bicycle racks immediately after arriving at school.
- Bicycles must not be ridden on the playground.
- Riders must ride single file. Riders must observe correct hand signals when turning corners.
- Bicycles must be in safe condition.
- Bicycles must be ridden on the right side of the street (the same as an automobile).

## **Birthday Party Invitations and Treats**

Birthdays are special occasions when parents may send treats to school for the entire class. If you want to send a treat, please comply with Minnesota health guidelines, which state that such treats must be purchased from a bakery or store, and all candy must be individually wrapped. **Home-made treats are not allowed.**

Please have an accurate count of your child's classmates before bringing/sending treats. We recommend bringing in healthy treats whenever possible. Some students have allergies to certain food items, classroom teachers will communicate allergies as needed at the beginning of the school year.

Birthday invitations are very special to receive. We ask your cooperation in not sending birthday invitations to school to be handed out. We have many disappointed children when invitations are handed out, and they are not included. Please arrange to mail them or deliver the invitations using an alternative method.

Please note: Due to data privacy laws, our school office and teaching staff are prohibited from disclosing the addresses of our students. The school cannot give out parents' names and/or addresses of other students.

Gum/Candy/Treats:

At RCW Elementary, these items should only be brought to school for special occasions (holidays or classroom parties with teacher direction and communication) Some teachers may use these items for sensory support.

## **Building Security Procedures**

To ensure the safety of students and staff, the following security measures are in place:

1. **Main Entrances:** Only the main entrances to school buildings are open from the outside during the school day. The door hours are as follows-  
Outside doors (with vestibule) are open from 7:00 – 3:30  
The vestibule doors are open from 7:50 – 8:15 and 3:00 - 4:00
2. **Reporting to Main Office:** Upon entering, visitors must immediately report to the main office.
3. **Sign-In and Badging:** Visitors are required to sign in at the main office and will be issued a visitor identification badge to be worn while on the premises.

#### 4. Early Dismissal Protocol:

- Parent Sign-Out: Parents must come into the school office to sign out their children if they leave before the end of the school day.
- Authorized Pick-Up: Children are released only to their legal parents or guardians.
- Third-Party Pick-Up: Grandparents, friends, or other relatives must have written permission from the parent to pick up children from school.

#### 5. Custody Issues: In cases of custody disputes, a court order is required to establish and verify parental rights and access to the child.

We aim to maintain a secure environment for all students and staff by following these protocols. Thank you for your cooperation in ensuring the safety of our school community.

### **Bullying**

A safe and civil environment is essential for students to learn, achieve high academic standards, and promote healthy human relationships. Bullying, like other violent or disruptive behavior, interferes with a student's ability to learn and a teacher's ability to educate in a safe environment.

The school district cannot monitor students at all times and eliminate all bullying incidents, especially when students are not under direct supervision. However, when bullying affects the educational environment and the rights and welfare of students, the school district will take the following actions:

1. Prevention: Implement measures to prevent bullying.
2. Investigation: Investigate reported incidents of bullying.
3. Response: Respond appropriately to confirmed incidents.
4. Remediation: Take steps to address and remediate the effects of bullying.
5. Discipline: Discipline those who engage in bullying behaviors.

This policy aims to help the school district prevent and respond to bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and harmful behaviors.

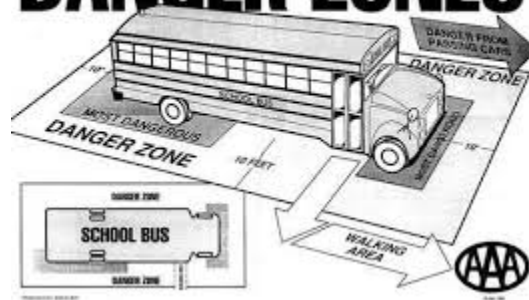
[\(See Policy #514\)](#)

### **Bus Rules/ District Transportation**

#### Key Concepts

- Transportation is a Privilege: Riding the bus/van is a privilege, not a right.
- Consequences for Violations: Violations of bus safety or conduct policies may result in the revocation of bus riding privileges, as outlined in the school district's discipline policy.
- Revocation Procedures for Students with Disabilities: Procedures for revoking bus riding privileges for students with disabilities are governed by applicable laws, ensuring fairness and compliance with disability rights regulations.

# DANGER ZONES



1. Follow the Driver's Directions Immediately: Obey instructions promptly.
2. Sit Properly and Face Forward: Remain seated in your assigned seat, facing the front.
3. Use Quiet and Appropriate Language: Speak softly and use respectful language.
4. Keep All Body Parts Inside the Bus: Avoid leaning out of windows or extending limbs.
5. Respect Personal Space and Belongings: Keep your arms, legs, and belongings to yourself.
6. No Fighting, Harassment, or Horseplay: Maintain a safe and respectful environment.
7. Do Not Throw Objects: Refrain from tossing anything inside or out of the bus.
8. No Eating, Drinking, or Tobacco/Drug Use: Consumption of food, drinks, or substances is prohibited.
9. No Weapons or Dangerous Objects: Leave all weapons and hazardous items at home.
10. Do Not Damage the Bus: Treat the bus with care and respect.
11. Line Up Behind Marked Areas While Waiting: Maintain order and safety while boarding.

## Change of Address and/or Phone Number

Any change of address, phone number, family physician, or emergency contact person should be reported to the District Office. [kshrupp@rcw.k12.mn.us](mailto:kshrupp@rcw.k12.mn.us)

The school must have current telephone and/or mobile phone contact information and updated address and emergency contact(s) number(s).

## Cell Phone Policy

- Pre-K through 6th grade students are not permitted to have phones on their person during the school day.
- Students are prohibited from using cell phones during school hours.

- First Offense: Students will be asked to turn their phones in to the office until the end of the school day, and their parents will be notified of the offense.
- Second Offense: will result in the parent/guardian needing to pick the phone up from the office.
- Third Offense: will require a parent/student meeting to develop a plan to support the student following school policy.
- Videotaping other students or staff violates school policy, resulting in confiscating the phone and office referral.
- Phones may be kept in lockers; however, it's important to note that lockers are not secure.

### **Classroom Placements**

Letters indicating students' classroom assignments for the school term (Grades P-6) will be made available to parents via JMC in August.

### **Cold Weather Policy**

Students will go outside for recess unless the air temperature is below 0° or the wind chill creates a temperature below -10 °

### **Crossing Guards**

Crossing Guards are posted after school to help the elementary children at parent pick-up, and walkers cross safely. Parents and students are to use the crosswalks.

### **Damage to Books and School Property**

- Textbooks and technology devices are provided for free, but students must take care of them.
- Fees for lost or damaged textbooks, workbooks, or library books will be charged.
- Students should treat all school property, including desks, lockers, iPads, and Chromebooks, carefully.
- See the policy on the school's website for iPad and Chromebook details.
- Students damaging school property will be responsible for repairs and may be suspended in serious cases.

### **Data Privacy Information**

Directory Information:

"Directory information" includes details from a student's education record that are generally not considered harmful or an invasion of privacy if shared. This can include:

- Student's name
- Dates of attendance
- Grade Level
- Enrollment status (full-time or part-time)
- Participation in activities and sports
- Weight and height of athletic team members

- Degrees, honors, and awards received

Media Release:

A media release form may be required for using certain information:

- Pictures in the current yearbook
- Photos for promotional use by the district (newspaper, newsletter, web page, yearbook, etc.)

Opting Out:

Parents or guardians must contact the school if they do not want their child's photo used for these purposes.

## **Discipline**

The Renville County West school board has adopted a district-wide discipline policy which applies to all students in Renville County West schools, grades K - 12. A copy of the district policy is included in this handbook and you are urged to become familiar with the aspects of this policy.

When students fail to adhere to the rules and regulations outlined in the handbook or infringe upon the rights of others, appropriate actions will be taken. These responses may vary depending on the severity of the circumstances, and the school administration retains the discretion to impose consequences.

Examples of disciplinary consequences at the elementary level include, but are not limited to:

- Conference with Student
- Conference with Student and Parent
- Written Warning of Non-Compliance
- Removal from Activity or Class
- Privilege Restriction
- Referral to Other Agencies or Programs
- Homebound Placement
- Restitution
- In-School Suspension
- Expulsion
- Out-of-School Suspension
- Morning/Noon/After School Study Sessions/Detentions
- Bus Suspension

It's important to note that students may also be disciplined for conduct and behavior outside of the school building and grounds if it violates the rights of others.

[\(Policy #506\)](#)

## **Dress Code Policy**

Neat and Appropriate Clothing:

- Students are expected to wear clothing suitable for a school environment.



- Shirts exposing the midriff, excessively short shorts or skirts, and beachwear are not allowed.
- Hats should be removed indoors.
- Clothing displaying alcohol, tobacco, or inappropriate messages is prohibited.
- Proper footwear is necessary for physical education classes and the playground. **ALL CHILDREN ARE REQUIRED TO WEAR TENNIS SHOES FOR PHYSICAL EDUCATION.** Platform shoes, clogs, shoes without backs or toes, and rollerblade shoes are examples of inappropriate footwear.

Principal's Discretion:

- Principals have the authority to determine the appropriateness of attire.

[\(Policy #504\)](#)

### **E-Learning Schedule Elementary:**

E-Learning Expectations will be discussed during October conferences. Packets will be distributed during conferences, and an additional link will be posted on the district website the day before inclement weather in case a packet has become lost. Attendance for an E-Learning day will be based on work completion. Parents and students have 2 days to return E-learning completed work or their student will be marked absent for the day.

PreK-Kindergarten:

- Packets (2 days of work) to be sent home during conferences in October with parents.
- Parent signs and returns the following day for students to be counted as present during an E-learning day.

1st Grade-6th Grade:

- Packet (2 days of work) to be sent home during conferences in October with parents. Parent signs and returns the following day for students to be counted as present during an E-learning day.
- 20 minutes of on-level reading and response.

EL/Title/Sped:

- K-6 will have work included in the packet they take home.

PE/Music:

- Activities students can do independently will be included in the packet.

All staff will be required to send a grade-level note to parents clarifying the E-learning expectations during conferences. Teachers will include their email and school phone numbers during the school day for students and parents to reach out with questions. Teacher office hours availability via Google Classroom, Zoom, email, or phone will follow a teacher 2-hour late schedule: 9:30- 3:00 with a lunch hour from 12:00-1:00 p.m.

### **Emergency Drills**

Will be conducted throughout each school year

- (1) Tornado Drill during Severe Weather Week.
- (5) Fire Drills

- (5) Lockdown/Internal Threat Drills

RCW follows A.L.I.C.E. protocols for lockdown and internal threats.

The ALICE acronym stands for:

**ALERT**

**LOCKDOWN**

**INFORM**

**COUNTER**

**EVACUATE**

### **Field Trips**

Field trips are planned throughout the school year based on classroom subjects. During registration, you checked a box to give your child permission to attend field trips with the school. If anything has changed, please notify your child's teacher. We can't take any child on a field trip without a signed permission form. Students with disciplinary issues, incomplete work, or homework warnings may not be allowed to go on field trips. Field trips are part of the school day. Students are required to ride the school bus to and from the field trip. Parents not attending the field trip as chaperones are not allowed to attend on their own as this may become unsafe and distracting to students. All chaperones are required to complete a background check. ([Policy #610](#))

### **Food Service Fees**

Student Meals:

- Breakfast and lunch are provided at no cost (one each).
- Ala Carte purchases are available for students in grades 7-12.
- All purchases must be paid in cash; charging is not allowed.

Adult Prices:

- Breakfast: \$3.00
- Lunch: \$5.00
- Extra Entree: \$2.25
- Boxed Salad Only: \$3.00

Non-Discrimination Policy:

We do not discriminate based on race, color, national origin, sex, age, or disability. If you have a complaint, contact USDA. They are an equal opportunity provider and employer.

To file a complaint:

- Write to USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410.
- Call toll-free (866) 632-9992 (Voice).
- For hearing impaired or speech disabilities, contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish).

## **Head Lice**

In School Policy:

- Based on recommendations from the Minnesota Department of Health and the Center for Disease Control, students with head lice may stay in school.
- Parents will be notified if their child has head lice and asked to use lice-killing shampoo.
- Parents can pick up their children early or treat them after school.
- Students with head lice will avoid head-to-head contact with others.
- Classroom checks will not be conducted.
- Students will be screened in the nurse's office if symptoms are present or upon parent request.

<https://pediatrics.aappublications.org/content/135/5/e1355>

## **Hearing and Vision Screening**

Frequency:

- According to Minnesota Department of Health guidelines, Kindergarten through 5th grade students will be screened annually for vision and hearing.

Screening Schedule:

- Vision screening for 1st, 3rd, and 5th grade students.
- Hearing screening for Kindergarten, 1st, 2nd, 3rd, and 5th grade students.

Follow-Up Process:

- It will be repeated if a student does not pass the initial screening.
- A referral notice will be sent home if the student does not pass the re-screen.

Concerns and Requests:

- Contact the school nurse if you have concerns about your child's vision or hearing during the school year.
- Parents can request a screening if they suspect a problem.
- If a problem is detected, parents will be notified by mail and requested to take their child for further medical evaluation.

## **Homebound Instruction**

This is available for children absent from school due to prolonged illness or disability. A request to the school must be made by the child's Physician. After that, instruction may be provided by the pupil's regular classroom teacher, or part-time instruction in the school with part-time instruction in the home for those who cannot participate in a full-time program.

## **Illness Guidelines**

Fever:

- If your child has a fever of 100 degrees or more, keep them home for 24 hours after the temperature returns to normal without medication.

Vomiting or Diarrhea:

- If your child has vomited or had diarrhea, they should stay home until 24 hours after the last episode.

Chronic Conditions:

- If your child has a chronic condition (like diabetes, asthma, seizures, etc.), please inform the school at the beginning of each school year or when diagnosed. Health information will be kept confidential and shared with appropriate school personnel.

## **Immunizations**

Requirements:

- Students must provide proof of immunization against certain diseases or provide a statement from a physician or parent explaining why immunization is not possible.
- Students not compliant after 30 days from the start of school will not be able to attend. ([Policy #530](#))

## **Insurance**

The school does not carry insurance coverage for any injuries resulting from participation in school activities. This responsibility rests with the parents and their individual insurance coverage.

## **Internet Acceptable Use and Safety**

Students are expected to follow the school policy. ([Policy #524](#))

## **Kindergarten Eligibility**

Age Requirement:

- Children must be five (5) years old on or before September 1st to be eligible for kindergarten.

Registration:

- Registration for incoming kindergartners is sent out in early spring.
- Registration packets will be sent by mail
- Children must be potty trained before entering kindergarten.

For any questions or concerns, please contact the District Office. ([Policy #513](#))

## **Latex Products**

Students are NOT to bring products containing Latex to the school sites.

## **Lunch Visitors**

If you'd like to have lunch with a student, please call the office at 320.329.8368 by 9:00am to be included in the lunch count. Only adults can visit for lunch. [Meal prices](#) are in the handbook. We encourage you to eat a school meal with your child or grandchild instead of bringing outside food. Visitors should follow school rules and avoid disruptions.

Drinking Water testing per the Minnesota Department of Health guidelines. Testing was last completed October 2019. For more information on the Renville County West lead reduction program and testing results, please contact the District Office.

## **Lockers**

Students are provided with a locker to store their personal belongings. Lockers can be searched at any time without notice or consent. Personal possessions within a locker may only be searched when school officials have a reasonable suspicion. ([Policy #502](#))

## **Make-Up Work Policy**

### Absenteeism

- Students must make up all missed work.
- Two days are given for every day missed unless an extension is arranged with the teacher.
- Known assignments and tests for the missed day are due upon return.
- Make-up work for prearranged absences should be picked up no more than two days in advance.

## **Medication Policy**

### Prescription Medication:

- Written permission from parents and physicians is required to supervise the administration of prescription medication.
- The Physician's written order should include medication details, dosage, time, purpose, and side effects.
- Medication must be in the pharmacist's original labeled container.
- The School Nurse/Health Aide will supervise and document medication administration.
- Parents must refill prescriptions promptly to avoid interruptions in coverage at school.
- Antibiotic medication should ideally be given at home to avoid issues like loss of the bottle or missed doses.

### Non-Prescription Medication:

- Written authorization from a Physician and/or Parent is required for supervised administration.
- Non-prescription medication should be in its original container and stored in a supervised area.
- Verbal orders can be accepted if followed by a written order the next school day.
- Students may self-administer medication like asthma inhalers with written parental permission, but the school is not responsible for self-medicating students.
- Unclaimed medication will be discarded at the end of the school year.
- Parents will be notified of unauthorized medication use by students. ([Policy #516](#))

## **Morning and Lunch Recess**

### Supervision:

Staff members are in charge during recess and may add rules to keep everyone safe.

### Playground Rules:

- Children must stay in the designated play areas on school grounds.
- Play safely on the equipment to avoid injuries or torn clothing.
- Follow the playground rules and behave appropriately.

### Behavior Management:

- If a child misbehaves, they will talk with a recess supervisor to review playground safety and rules before returning to play.
- Serious behavior issues will be handled by the office, and parents will be notified.

- If recess is taken from a child for safety reasons, a parent will be notified within 24 hours and the loss of recess will be documented. A parent meeting may be required to solve a child's behavior concern proactively.

#### Recess Times:

- Morning recess is supervised from 7:50 to 8:10 a.m.
- For safety, please do not send your child to school before 7:50 a.m.

These guidelines help ensure a safe and enjoyable recess for all students.

### **Non-Exclusionary Discipline Policy**

Minnesota's non-exclusionary discipline policy focuses on addressing student behavior without resorting to removing the student from their regular educational setting.

**Overview:** Our school district is committed to maintaining a positive and productive learning environment for all students. To achieve this, we implement non-exclusionary discipline practices, which aim to correct and address student behavior while keeping students engaged in their education.

#### **Key Principles:**

- **Positive Behavior Interventions:** We use strategies to encourage and reinforce appropriate behavior. This includes praise, rewards, and structured support to help students succeed.
- **Restorative Practices:** When conflicts arise, we focus on repairing harm and restoring relationships rather than punishing students. This may involve mediated conversations, apologies, and making amends.
- **Social-Emotional Learning:** We teach students skills like empathy, self-regulation, and conflict resolution to help them manage their behavior and interactions with others.
- **Support Services:** We provide access to counseling, mentoring, and other support services to address underlying issues that may contribute to behavioral problems.

#### **Non-Exclusionary Discipline Methods:**

1. **Behavioral Interventions:** Implementing specific strategies to address problematic behaviors, such as behavior contracts, check-in/check-out systems, and social skills groups.
2. **In-School Suspension:** If removal from the classroom is necessary, students will complete their work in a designated area under supervision while receiving support to correct their behavior.
3. **Parental Involvement:** Engaging parents and guardians in the discipline process to create a consistent support system for the student at both school and home.
4. **Collaborative Problem Solving:** Working together with students to identify the root causes of their behavior and developing joint strategies to improve it.

#### **Goals:**

- To reduce suspensions and expulsions.
- To create a safe and inclusive school environment.
- To ensure all students have the opportunity to learn and succeed.

By focusing on these principles and methods, we strive to support our students' growth and development while maintaining a positive school climate. If you have any questions or need further

information about our non-exclusionary discipline practices, please contact the school administration. ([See Policy #506](#)) Statutory Reference: This is in line with Minnesota Statutes, section 121A.41, subdivision 12.

### **Passes Policy**

During School Hours:

- Students must have a pass to be in the hallways during class time, except when changing classes or accompanied by a teacher.
- Leaving the building during school hours requires permission and an office-issued pass.
- Students must sign out before leaving and sign in upon return at the office.
- Non-compliance may lead to suspension.

Early Dismissal:

- To leave early, provide a parent-signed written excuse to the office before 8:30 a.m.
- Leaving before the 5th-hour (11:55am) roll call without returning in the afternoon counts as a half-day absence.

### **Parent/Guardian Volunteers**

We need adult volunteers at RCW! If you or someone you know is interested, please contact the school office. Volunteers and class trip chaperones must pass a background check. Your talents can make a big difference in our children's education. Please consider helping out!

### **Parents Rights to Know**

Each school year, school districts must notify parents/guardians of children attending Title I schools so that they can request information regarding the professional qualification of their child's teacher(s) or paraprofessional(s).

**A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If a student receives instruction from a teacher who is not highly qualified, parents/guardians must be notified. If you would like to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s), please contact your child's school.**

### **Positive Behavioral Interventions and Supports (PBIS)**

One student's misbehavior can disrupt the learning process for many other students. Students must also learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. RCW has adopted a unified set of schoolwide behavior expectations in all school settings created by our staff and administration. Our behavior expectations are posted throughout our school, and your child will learn them on his or her first days at school.

The goal of PBIS is to focus on teaching positive behaviors!

RCW Jaguars own their success by giving their best, building connections, and showing kindness.

R: Relationships: Building connections and accepting others.

O: Ownership: Being responsible for you and all you do.

A: Achievement: Giving YOUR best to achieve success.

R: Respect: Showing kindness to everyone and everything.

Renville County West uses the Positive Behavioral Interventions and Supports (PBIS) model below to support our students' social-emotional growth, school policy, and office flow sheet for disciplinary actions. We have adopted the Acronym ROAR. Each letter represents a strong contributing factor to success.

### **Pledge of Allegiance**

At Renville County West #2890:

Students recite the Pledge of Allegiance weekly at school, following MS 121A.11.

Respecting Choices:

Students who choose not to participate in reciting the pledge for personal reasons may opt-out. It's important to respect each person's decision regarding participation. ([Policy #531](#))

### **Parent Teacher Organization (PTO)**

The RCW Parent-Teacher Organization (PTO) is an independent organization that plays a vital role in supporting our students. Through various fundraising activities, the RCW PTO provides essential resources and opportunities that enhance the educational experience for all students.

What Does the RCW PTO Do?

- Field Trips: Funding and organizing educational field trips that offer students hands-on learning experiences outside the classroom.
- Special Programs: Supporting special programs and events that enrich the school curriculum and promote student engagement.
- Classroom Resources: Providing additional materials and resources to support classroom learning and teaching.
- Community Building: Organizing events that foster a strong school community and encourage parent and family involvement.

For more information visit the [RCW PTO website](#)

### **Report Cards and Mid-Term Reports**

- Report cards are issued at the end of each nine-week quarter.
- Students and parents are urged to review report cards carefully.
- Questions or concerns can be addressed to the principal or classroom teacher.
- Parental access to student records, including attendance, report cards, and current grades, is available online. Please contact the school office to obtain your username and password for secure access.



## **Respectful Behavior**

At Renville County, we believe in mutual respect for everyone. Staff, parents, students, and community members should be treated in ways that build self-esteem and dignity.

Creating a positive environment for everyone is crucial. Respect means valuing yourself and considering others.

Examples of respectful behavior:

- Treat others as you want to be treated.
- Value and listen to others' perspectives.
- Show courtesy and recognize others' feelings.
- Appreciate and acknowledge efforts and contributions.
- Respect others' property.
- Respond thoughtfully and professionally.
- Express differing views considerately.
- Offer positive suggestions for improvement.
- Communicate kindly, both verbally and in writing.

Examples of disrespectful behavior:

- Using intimidation or coercion.
- Using demeaning terms or symbols.
- Telling degrading jokes or stories.
- Swearing or using vulgar language.
- Disrespecting others' beliefs.
- Ridiculing or destructively criticizing others.
- Damaging others' property.
- Humiliating or personally attacking others.
- Mocking or stereotyping individuals or groups.
- Inflicting pain on others.

By acting respectfully, we create a positive and supportive school environment for everyone.

## **School Activities**

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. It is expected that all students who participate in school sponsored activities represent the school and community in a responsible manner.

[\(See policy #510\)](#)

## **School Hours:**

K-12 Office Hours	7:30 am - 3:30 pm
Staff Hours	7:30 am - 3:30 pm
District Office	7:30 am - 4:00 pm
Doors Open:	7:50 am
Breakfast:	7:50 am - 8:10 am
School Hours:	8:15 am - 3:05 pm

PreK:

- Bright Beginnings T/TH:
  - 8:30-11:00 AM Class
  - 12:30-3:00 PM Class
- VPK MWF: 8:15-3:05

Kindergarten through 6th Grade: 8:15-3:05

## **Social Media Procedures**

### **Overview:**

Schools can address off-campus behavior if it impacts the school environment. Social media often serves as a platform for issues like harassment, bullying, and academic dishonesty. While parents are responsible for monitoring their children's social media use, RCW will respond to such incidents according to established discipline policies.

Emergency Plan:

- Parental Control: Parents can secure their children's accounts on various platforms.
- Investigation Plan:
  - Step 1: Identify the nature of the issue.
  - Step 2: Investigate and address the problem.
  - Step 3: Inform families about the situation.
  - Step 4: Implement a safety plan.
  - Step 5: Evaluate and take necessary actions post-incident.

## **Standards-Based Grading**

At Renville County West Elementary, we implement a Standards-Based Classroom approach to instruction and grading. Here's what you need to know:

1. Grading System: We use a numerical grading system, with 65 as the lowest grade and 73 as the lowest passing grade. The average grade on report cards is firm and not rounded up.
2. Adoption: In June 2017, the school board approved the move to a Standards-Based Grading system for Grades K—12. August 2023: Standards-Based Grading system revised to K-6.
3. Assessment Focus: Only state or locally developed content standards for a course will be assessed and graded. Practice assignments, including homework, will not count toward the final grade.
4. Assessment Opportunities: Students will have multiple opportunities to practice standards independently and demonstrate understanding through various assessments. Retakes and revisions are allowed.
5. Teacher's Role: Teachers determine grade book entries based on multiple data points, emphasizing the most recent data. Behavior is reported separately from academic proficiency.
6. Grading Rubrics: Rubrics describe each student's level of understanding. Students receiving low scores will have opportunities to reteach and retake assessments.

We are committed to providing students with a fair and supportive learning environment where they can succeed academically.

### Grading Rubrics

#### Rubrics for Elementary Grades K-4:

Rubrics describe student understanding and learning. Specific grading rubrics are developed for each assessment and content area. Students scoring 1 or 2 on the rubric will have opportunities to reteach and retake assessments.

#### Additional Report Card Achievement Items:

- U: Unsatisfactory - Extreme concern
- AC: Alternative Curriculum
- NA/X: Not assessed at this time

#### Rubrics for Grades 5-6:

Similar to K-4, specific grading rubrics are developed for each assessment and content area. Students scoring 1 or 2 on the rubric will retake assessments after completing any missing practice and undergoing reteaching with their teacher.

#### Grading System:

- Rubric scores are averaged to determine a total percentage.
- The percentage is translated into a numerical grade for GPA purposes.
- The lowest passing grade was 73, and the lowest grade on the report card was 65.
- Average grades on the report card are firm and not rounded up.

A sample of a generic grading rubric for grades K-4 and 5-6 is shown below. Teachers have been and will continue to develop specific grading rubrics for every assessment and in each content area. All students who receive a score of 1 or 2 on the Grading Rubric will be required to retake all assessments after completing any missing practice and going through a reteach with their teacher.

**Grading Rubric for 5<sup>th</sup> and 6<sup>th</sup> Grades**

4	3.5	3	2	1
Demonstrates thorough understanding of course or grade level standard	Demonstrates understanding of most of course or grade level standard	Demonstrates a developing understanding of course or grade level standard	Demonstrates partial understanding of course or grade level standard.	Demonstrates Minimal understanding of course or grade level standard.

**Grading Rubric for Grades K-4**

Proficiency Rating	3	2	1
Student grading at the elementary is based on each child's ability to demonstrate mastery of skills and/or understanding. Score are not to be used for comparison of students	Work meets grade level expectations	Work partially meets grade level expectations	Work does not meet grade level expectations

Percentage	Letter Grade	School Grade	Percentage	Letter Grade	School Grade
100	A+	100	79	C+	86
99	A+	99	78	C+	86
98	A+	98	77	C+	85
97	A	97	76	C	84
96	A	97	75	C	83
95	A	96	74	C	83
94	A	96	73	C	82
93	A	96	72	C-	81
92	A-	95	71	C-	81
91	A-	95	70	C-	80
90	A-	94	69	D+	79
89	B+	93	68	D+	79
88	B+	93	67	D+	78
87	B+	92	66	D	77
86	B	91	65	D	76
85	B	90	64	D	76
84	B	90	63	D	75
83	B	89	62	D-	74
82	B-	88	61	D-	74
81	B-	88	60	D-	73
80	B-	87			

**Grading Appeals**

If students or parents have concerns about grades, we encourage them to follow these steps:

1. Contact Classroom Teacher:
  - Discuss any concerns directly with the classroom teacher.
2. Contact Principal:
  - If concerns persist, contact the principal for further assistance.

## **Student Injury**

1. Parents are not notified by school officials of minor injuries (cuts, scratches, scrapes, bumps, bruises, etc.). Students are instructed to report these to parents when they return home.
2. Parents are notified of more serious injuries so they can make a decision on whether or not to seek medical care. School personnel can give guidance, but the decision to obtain medical care depends on individual preference of parent or guardian.
3. Parents are expected to come to school and take the child home or to a healthcare provider.
4. It is the responsibility of the family to pay medical bills

## **Student Placement:**

Teachers will create class lists for the following year to balance classes. A numerical system in various areas will be used to balance classes. Parent requests may be considered only in cases of the most specific need.

## **Student Retention Policy**

At RCW, we understand that each child develops uniquely and requires an educational environment suited to their needs. Student promotion or retention is based on recommendations from homeroom teachers, considering social, emotional, physical, and academic factors.

Steps for Student Retention:

1. Notification to Parents/Guardians:
  - Parents or legal guardians are informed about the possibility of retention no later than February parent-teacher conferences.
  - Discussions include interventions attempted, and future instructional strategies are reviewed.
2. Decision Making:
  - Retention decisions are finalized before the end of the year.
  - A consensus is reached among educators and parents on the best course of action for the student's development.

We prioritize each student's well-being and academic growth, striving to provide appropriate support and interventions to address their needs.

## **Student Rights and Responsibilities**

Students have the right to:

1. A free and complete education.
2. Equal opportunities and freedom from discrimination.
3. Fair treatment under the law.
4. Freedom to ask questions and express opinions.
5. Privacy.
6. Personal property.
7. Be informed about school rules.

Students have the responsibility to:

1. Attend school every day unless excused, and be on time.
2. Work hard to complete their courses.
3. Arrange to make up any missed work.
4. Follow state and local laws.
5. Avoid using indecent or obscene language.
6. Express ideas respectfully without offending others.
7. Share important information in disciplinary cases and cooperate with school staff.
8. Take care of school property.
9. Dress and groom in a safe, healthy, and decent way.
10. Help staff maintain a safe school environment.

### **Tardiness**

Students need to be on time for school. A letter will be sent home after 5 Unexcused Tardies. We may develop a plan to help your child arrive on time.

### **Teacher Qualifications**

Renville County West Schools works to hire the most qualified applicants and ensure their qualifications meet state criteria. If you have any questions regarding the qualifications of a teacher, please feel free to contact the Superintendent at (320)-329-8362. For additional information about the federal highly qualified teacher requirements, please visit the Minnesota Department of Education website.

### **Think Sheets/Reflection Room Visits**

Think sheets help teach positive behavior. If your child brings home a think sheet, please discuss what happened and what positive behavior they learned, sign and return to school.

Students with multiple think sheets for the same behavior might receive a discipline referral. These referrals will be emailed to you through JMC, and you'll get a phone call.

Students who cannot self-regulate will be referred to the Reflection Room Support Staff.

### **Vandalism (541 ACTS OF VANDALISM)**

**PURPOSE.** This policy aims to provide, encourage, and maintain a safe learning environment for students, staff, and the community free from vandalism. Vandalism is inconsistent with the educational goals of the Renville County West Public Schools and is always prohibited.

#### **II. GENERAL STATEMENT OF POLICY**

A. No student, teacher, board member, volunteer, contractor, or other employee of the Renville County West Public Schools shall plan, direct, encourage, aid, or engage in acts of vandalism.

B. No teacher, board member, volunteer, contractor, or other Renville County West Public Schools employee shall permit, condone, or tolerate vandalism.

C. Apparent permission or consent by a person whose property is being vandalized does not lessen the significance of the prohibitions contained in this policy.

D. This policy applies to behavior on or off school property during and after normal school hours.

E. A person who engages in an act that violates the Renville County West Public Schools' policy or state or federal law shall be subject to discipline for that act.

F. Renville County West Public Schools will investigate all complaints of vandalism and discipline or take appropriate action against any student, teacher, volunteer, contractor, or other school district employee found to have violated this policy.

III. DEFINITIONS "Vandalism" means committing an act against the school or school property, a staff member or staff member's property, a student or a student's property, and/or coercing a student into committing an act that is clearly illegal or one that violates the rules and expectations of the Renville County West Public Schools. The term vandalism includes, but is not limited to:

A. Any intentional act that damages or disfigures another student's property.

B. Any intentional act against a student or the student's property that intimidates or threatens the student, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, and/or that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

C. Any intentional act that damages school property.

D. Any intentional act that causes an expenditure of time or money to remedy the action's effects. Examples could include graffiti, littering, destruction, etc.

E. Any intentional act that damages or disfigures a staff member's property.

F. Any intentional act against a staff member of the staff member's property that intimidates or threatens the staff member, that subjects the staff member to extreme mental stress, embarrassment, shame or humiliation, and/or that adversely affects the mental health or dignity of the staff member or discourages the staff member from coming to school.

#### IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of vandalism or any person with knowledge or belief of conduct which may constitute vandalism shall report the alleged acts immediately to the appropriate school district official designated in this policy.

B. The building Dean of Students or Principal is the individual responsible for receiving reports of vandalism. Any person may report vandalism directly to the building principal.

C. Teachers, board members, volunteers, contractors and other employees of the Renville County West Public Schools shall be particularly alert to possible situations, circumstances or events that might constitute vandalism. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute vandalism, shall inform the building principal immediately.

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

## V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of vandalism, the Renville County West Public Schools shall undertake or authorize an investigation by the building principal or a third party designated by the school district.

B. The Renville County West Public Schools may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of vandalism.

C. Upon completion of the investigation, the Renville County West Public Schools will take appropriate action. Such action may include, but is not limited to, written or verbal warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Consequences for those behaviors described above will be designed to deter violations and to appropriately discipline prohibited behavior. Action(s) taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, and the Renville County West Public Schools' policies and regulations. In addition, accrued costs, ie. attorney fees, etc., associated with any incident, the guilty or charged party will be liable for these expenses.

## VI. REPRISAL

The Renville County West Public School will discipline and/or take appropriate action against any student, teacher, board member, volunteer, contractor, or other employee of the Renville County West Public School who retaliates against any person who makes a good faith report of alleged vandalism or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such vandalism. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## VIII. DISSEMINATION OF POLICY

This policy shall appear in the Renville County West Public Schools' student handbook and in information disseminated to staff members of the Renville County West Public School.

Legal References: Minn. Stat. § 127.26 to 127.39 (Pupil Fair Dismissal Act)

Cross References: 403 Discipline, Suspension and Dismissal of School District Employees 413

Harassment and Violence 506 Student Discipline 525 Violence Prevention [Applicable to Students and Staff]

## Visitors



For everyone's safety, all visitors must sign in at the office. Visitors should follow school rules and avoid disrupting classes. Please request visits at least 1 day in advance by contacting the school office.

## **Weapons Policy**

No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon in a school location except as provided in this policy. Employees are prohibited from carrying or possessing firearms while acting within the course and scope of their employment. The school district will enforce this policy and take appropriate action against anyone who violates it, including students, teachers, administrators, school employees, volunteers, or members of the public.

### Definition of "Weapon"

A "weapon" includes any object, device, or instrument designed as a weapon or capable of threatening or causing bodily harm or which may be used to inflict self-injury. This includes, but is not limited to:

- Firearms (loaded or unloaded)
- Air guns, pellet guns, BB guns
- Knives and blades
- Clubs
- Metal knuckles
- Nunchucks
- Throwing stars
- Explosives and fireworks
- Mace and other propellants
- Stun guns
- Ammunition
- Poisons
- Chains
- Arrows
- Objects modified to serve as a weapon

### Prohibited Items

- Broken or nonfunctional weapons
- Look-alike guns and toy guns
- Facsimiles of real weapons

Additionally, the use of objects designed for other purposes (e.g., lasers, laser pointers, belts, combs, pencils, files, scissors) to inflict bodily harm or intimidate will be treated as the possession and use of a weapon.

By adhering to this policy, we aim to maintain a safe and secure environment for all members of the school community. ([Policy #501](#))

## **Weather-Related School and Activity Announcements:**

Cancellations, time changes, emergency closings, late starts, early dismissals, etc., caused by weather or other reasons will be made public as early as possible. Additional radio KLGR and KWLM stations will be informed as conditions and situations allow.

In cases of a 2-hour late start or the occurrence of an e-learning day, students will follow a modified “late start” schedule.

Two-hour late start:

School will start at 10:15 and will be released like a normal school day. **NO** breakfast will be available for students on late start days.

### **Winter Storm Home**

Parents are expected to arrange for a “winter storm home” if inclement weather makes travel inadvisable.

## **Annual Notifications**

### **Asbestos Notification**

Renville County West School District has been inspected for Asbestos under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). In a required 3-year report completed in January 2019, all Asbestos-containing materials have been located and documented. A management plan has been created to monitor all current Asbestos Containing Materials (ACM) within the Renville County West School District for any condition changes or damage of the current ACM. A copy of the January 2019 3-year report and all subsequent Management reviews and summaries is located in the manual in the District Office. Custodial and Maintenance Staff have been notified of the locations of all ACM within the Renville County West School District. Short term workers (outside contractors) are provided information regarding all locations of ACM in which they may come into contact. All short-term contractors are required to contact the district before commencing any work to be given this information.

### **Emergency Drills**

1. One Tornado Drill will occur one time per year in conjunction with Severe Weather Week.
2. Five Fire Drills will occur throughout the year.
  - a. Any tampering with a fire alarm or use of smoke bombs will result in:
    - i. The student being charged by the police.
    - ii. The Fire Department becoming involved, and bills sent to the district for fire calls (\$150.00 - \$250.00) will be imposed depending on costs.
    - iii. The student being suspended from school for a period not to exceed ten days.
3. Five Lockdown/Internal Treats throughout the year
  - a. RCW follows A.L.I.C.E. protocols for lockdown and internal threats.
    - i. A.L.I.C.E. is a school safety program created in 2000 to offer additional options to students and staff in dealing with an armed intruder situation.

The ALICE acronym stands for:

      - I. ALERT
      - ii. LOCKDOWN
      - lii. INFORM

- iv. COUNTER
- v. EVACUATE

### **Indoor Air Quality**

Renville County West School District is committed to the health, comfort, and productive learning environment of all students and staff. Indoor Air Quality (IAQ) is a critical component of providing a healthy and comfortable learning environment. The district will develop and maintain a management plan to ensure that all concerns related to Indoor air quality will be examined and resolved with the best possible and feasible result. A copy of Renville County West's IAQ management plan is in the District Office for review or questions.

### **Lead-In-Water Annual Notification**

Minnesota Statute 121A.335 requires public school buildings serving prekindergarten through grade 12 to test for lead in water every 5 years. Renville County West Public Schools has historically conducted and continues to conduct Lead in Drinking Water testing per the Minnesota Department of Health guidelines. Testing was last completed October 2019. For more information on the Renville County West lead reduction program and testing results, please contact the District Office.

### **Pesticide Notice**

A Minnesota State Law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications (we do not have scheduled applications) please notify the respective campus office in writing of your desire.

This notice is to be distributed to all parents, guardians, and all school employees.

Renville County West is a member of the Minnesota Valley Cooperative Center (MVCC) as its Special Education Service Cooperative. The MVCC has its own policies relating to privacy rights and protection as follows:

### **Rights Protection and Privacy Educational Rights MVCC**

Pursuant to the requirements of PL 93-380, the Minnesota Valley Cooperative Center #978 (including the districts of Yellow Medicine East, Renville County West and E.C.H.O. Charter), the following notification to parents and students regarding data privacy practices of the school district is provided.

A. Privacy Rights – Education records which identify or could be used to identify a student other than directory information may not be released to members of the public without the written permission of

the student's parent or guardian if he or she is 18, attends a postsecondary institution, is married or has graduated. This general rule is subject to specific and limited exceptions which cannot be set out here due to limitations of space, but which are set out in district policy.

B. Directory Information – “Directory Information” is public information relating to a student. Directory information includes names, positions, heights, and weights of students participating in officially recognized activities and sports and the names of students receiving awards, honors, and degrees. Directory information may be released to the public without prior parent or student consent unless the parent or student, if the student is 18 or older, has objected in writing to the release of one or more categories of such information.

C. Inspection of Records – Parents of a student or a student who is 18 or older may request to inspect and review any of the student's educational records except those which are by state or federal law, made confidential. The school district will comply with the request immediately, if possible, and if not, within five days, inclusive of weekends and holidays. Copies of records may be obtained at the actual cost of reproduction.

D. Inspection of Curriculum - a parent, guardian, or an adult student, 18 years of age or older, has the right to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction.

E. Challenge to Accuracy of Records – A parent or eligible student who believes that specific information in the student's education records is inaccurate, misleading, incomplete, or violates the privacy or other rights of the student may request that the school district amend or correct the record in question. If the director, within a period of 30 days, declines to amend the record as requested, the parent or student who is 18 or older will be advised in writing of their right to request and obtain a hearing. If either the director or, after hearing, the hearing officer appointed by the school district determines that the record in question is inaccurate, misleading, incomplete, or violates the privacy or other rights of the students, the record will be amended, the parents or students age 18 or older notified of the change and an attempt will be made to notify past recipients of the data. If, as a result of the hearing, it is determined that the challenged record is not inaccurate, misleading, incomplete, or in violation of the privacy or other rights of the student, the parent or student of age 18 or older will be notified of their rights to place a statement with the record commenting upon it and setting out any reason or disagreeing with the decision of the school district data dispute will be disclosed only if the statement of disagreement is included with the disputed data. The decision of the director or hearing officer is the final decision of the school district and may be appealed under the provision of the State Administrative Procedure Act.

F. Transfer of Records to Other Schools – Independent School District No. 978 forwards students' educational records to other schools in which a student seeks or intends to enroll upon request of that school. A parent or student who is 18 years of age or older may request and receive a copy of the records which are transferred and may, pursuant to this policy, challenge the accuracy of the records. The district does not, however, notify parents of students of age 18 or older prior to such transfer.

G. Complaints for Non-Compliance – Parents and students of age 18 or older who feel there has been a violation of the rights accorded them may submit written complaints to the Family Education Rights and Privacy Act Office, U.S. Department of Education, Washington, D.C. 20201.

This review of the data privacy rights of students and parents in the educational records maintained by Independent School District #978 is intended only to be a summary of the provisions of the school district administrative regulations and applicable state and federal law. Requests for copies of the regulations and questions should be addressed to:

Angie Young, Director

Minnesota Valley Cooperative Center

450 9th Avenue, Granite Falls, MN 56241. ([Policy # 515](#))

### **NONDISCRIMINATION NOTICE**

Renville County West #2890 prohibits discrimination based on sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age. Inquiries may be directed to:

([Policy # 521](#), [# 522](#))

Inquiries may be directed to:

Superintendent Renville County West

Central Office

301 NE 3rd St.

PO Box 338

Renville, MN 56284

(320)329-8368

### **GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION**

The following grievance procedure applies to claims of sex and disability discrimination:

- A. Any person who believes he or she has been a victim of unlawful discrimination or any person with knowledge of belief of conduct that may constitute unlawful discrimination will report the alleged acts immediately to an appropriate school official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.
- B. The human rights officer is responsible for receiving oral or written complaints of unlawful discrimination towards an employee or student. However, nothing in this policy will prevent any person from reporting unlawful discrimination towards an employee or student directly with the human rights officer, the school board, or other school district officials.
- C. While the school board has designated the human rights officer to receive complaints of unlawful discrimination, if the complaint involves the human rights officer, the complaint will be made to the superintendent.

D. Upon receipt of a complaint, the human rights officer will immediately notify the superintendent. If the superintendent is the subject of the complaint, the human rights officer will immediately notify the school board.

E. The human rights officer may request but not insist upon a written complaint. Alternative means of filing the complaint, such as through a personal interview or by tape-recording, will be made available upon request for qualified persons with A disability.

F. If the complaint is oral, it will be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action.

G. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office. The school district will respect the privacy of the complaint, the individuals against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

## **INVESTIGATION**

I. The human rights officer, upon receipt of a complaint alleging unlawful discrimination, will promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX Coordinator for compliance of sex discrimination, the Section 504 Coordinator for complaints of disability discrimination, a school district official or neutral third-party designated by the Title IX Coordinator, or human rights officer. The investigation will be completed within 30 days of the complaint, unless impractical.

II. The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who may have knowledge of the alleged incidents or circumstances giving rise to the complaint.

III. The investigation may also consist of other methods deemed pertinent by the investigator.

IV. In determining whether the alleged conduct constitutes a violation of this policy, the school district will consider the facts of the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.

V. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.

VI. Upon completion of the investigation, the school district investigator will make a written report to the human rights officer. If the complaint involves a human rights officer, the report may be filed directly with the superintendent or the school board. The report will include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

VII. The district will comply with federal and state law pertaining to retention of records.

## **APPEAL**

If the grievances have not been resolved to the satisfaction of the complainant, s/he may appeal to the human rights officer within 10 school days of receipt of the findings of the school district investigation. The school district investigator will conduct a review of the appeal and within 10 school days of receipt of the appeal, will affirm, reverse, or modify the findings of the reports. The decision of the school district investigators is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

## **SCHOOL DISTRICT ACTION**

A. Upon conclusion of the investigation in receipt of the findings, the school district will take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation, or termination.

B. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and school district policies.

C. The results of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complaint and by the school district in accordance with state and federal law regarding data or records privacy.

## **RETALIATION**

The school district will take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward employee or student or any person who testifies, assists, participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

## **DISSEMINATION OF POLICY**

The school district will adopt and publish these procedures.

## **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the rights of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education Office for Civil Rights, Region V  
500 W. Madison Street – Suite 1475 Chicago, IL 60661  
Tel: 312-730-1560  
TDD: 312-730-1609

Minnesota Department of Human Rights 190 E. Fifth Street

St. Paul, MN 55101  
800.657.3704  
651.296.5663  
TDD 651.296.1283

**For complaints of employment discrimination:**

Equal Employment Opportunity Commission 330 S. 2nd Avenue, Suite 430  
Minneapolis, MN 55401  
800.669.4000  
612.335.4040  
TDD 612.730.4045

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

Legal References:

34 C.F.R. Sections 104.7(b) (Section 504 of the Rehabilitation Act)  
34 C.F.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)

Resources:

U.S. Department of Education Office for Civil Rights, Region V  
500 W. Madison Street – Suite 1475

**ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AND INTERNET SAFETY POLICY**

I. PURPOSE

The purpose of this policy is to set forth guidelines for access to acceptable and safe use of the District's electronic technologies. Electronic technologies include but are not limited to computers and peripherals, printers, telephones, and the applications they support and/or access. The policy complements the District's Website and Intranet Policy.

II. GENERAL STATEMENT OF POLICY

The Renville County West School District provides technology resources to its students, staff, parents and community for educational, administrative, and informational purposes. The goal in providing these resources is to promote educational excellence in Renville County West schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. The adopted School Board Vision and Strategic Plan provide guidance for the development of this policy in making decisions regarding student, staff, parent, and community access to the District's electronic technologies.

III. EDUCATIONAL PURPOSE



Access to the technology in the Renville County West School District has been established for educational purposes. The use of the Renville County West School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies. School computers, telecom, memory devices, networks, and related hardware and software are the property of the Renville County West School District. At no time does the District relinquish its exclusive control of electronic technologies. Inappropriate use of District electronic technologies, including interfering with network functions and the standardization of technologies, may result in the limitation or revocation of access. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of electronic technologies 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 District policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws. Use of Electronic Technologies during the student day/ employee duty day should be restricted exclusively to educational purposes.

#### IV. DEFINITIONS

The term "users" refers to any person using the District's electronic technologies. The term "Internet" refers to an electronic communications network that connects computer networks and organizational computer facilities around the world. The term "intranet" refers to the District's network, which restricts access to authorized users, which may include students, staff, parents, contractors, vendors and volunteers. The term "electronic technologies" refers to, but is not limited to, computers and peripherals, printers, telephones, and the applications they support and/or access.

#### V. UNACCEPTABLE USES

Users are responsible for anything set on the network with their name or other individual identified, e.g., IP address, on it. Users shall not engage in any activity that disrupts or hinders the performance of the District's electronic technologies. Specifically, the following uses of the District's electronic technologies are considered unacceptable:

A. Users will not use the District's electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:

1. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors.
2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful, or sexually explicit language.
3. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process.

4. Information or materials that could cause damage or danger of disruption to the educational process.

5. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate any law.

6. Orders made by shopping online during time designated as off-limits by the District.

7. Personal photos, files or music not related to educational purposes for any extended length of time.

B. Users will not use the District's electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

C. Users will not use the District's electronic technologies to engage in any illegal act or violate any local, state or federal statute or law.

D. Users will not use the District's electronic technologies for political campaigning.

E. Users will not physically or electronically vandalize District technologies nor use the district's electronic technologies to vandalize, damage, or disable the property of another person or organization.

1. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.

2. Users will not tamper with, modify or change the District's electronic technologies software, hardware or wiring or take any action to violate the District's security system.

3. Users will not use the District's electronic technologies in such a way as to disrupt the use of the system by other users.

4. Users may not add or remove any software nor modify the equipment, software configuration, or environment. All electronic technology requests must go through the District's Technology Department processes.

F. Users will not use the District's electronic technologies to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

G. Users will not use the District's electronic technologies to post information in public access areas regarding private information about another person. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's

identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

H. Users will not attempt to gain unauthorized access to the District's electronic technologies or any other system through the District's electronic technologies. Users will not attempt to logon through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Access through any means other than an individual's user logon and password is not permitted.

I. Messages, files and records on the District's electronic technologies may not be encrypted without the permission of appropriate administrative school authorities. Users must keep all account information and passwords private.

J. Users will not use the District's electronic technologies in any way that may violate trademark copyright laws or usage licensing agreements:

1. Users will not use another person's property without the person's prior approval or proper citation
2. Users will not load, download or exchange pirated software or copy software to or from any school computer including freeware and shareware;
3. Users will not plagiarize works they find on the Internet or other information resources.

K. Users will not use the District's electronic technologies for unauthorized commercial purposes or for financial gain unrelated to the Mission of the District. Users will not use the District's electronic technologies to offer or provide goods or services or for product advertisement, except as authorized by the District administration.

L. The District does not support personal equipment. Users will not install any personal equipment or software on any district owned systems.

## VI. FILTER

A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will use best efforts and industry standard approaches to block or filter Internet access to any visual depictions that are obscene, violent, child pornography, or harmful to minors:

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, violence, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. C. Access to chat rooms, discussion boards and other forms of direct electronic communications are limited to applications approved by the District and/or hosted within the District domain for the safety and security of minors.

D. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

E. The District is obligated to monitor and/or review filtering activities.

## VII. Internet Safety Policy

During the first week of school and prior to the start of second semester, classroom and/or first hour teachers will provide a minimum of two lessons covering:

1. The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms

2. Cyberbullying awareness and response.

3. Unauthorized disclosure, use and dissemination of personal information regarding minors.

4. Unauthorized access, including “hacking” and other unlawful activities by minors online.

5. Safety/security of minors when using e-mail, chat rooms, other direct electronic communications.

## VIII. LIMITED EXPECTATION OF PRIVACY

By authorizing use of the School District electronic technologies, the Renville County West School District does not relinquish control over content or data transmitted or stored on the network or contained in files. Users should expect only limited privacy in the contents of personal files on the District’s electronic technologies.

A. Routine maintenance and monitoring of the District’s electronic technologies may lead to a discovery that a user has violated this policy, another School District policy, or the law.

B. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.

C. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.

D. District staff are advised that the School District retains the right at any time to investigate or review the contents of their files and email files based upon legal complaints or specific allegations regarded as misuse of technologies. In addition, District staff are advised that data and other materials in files maintained on or transmitted through the District's electronic technologies may be subject to review, disclosure or discovery under the Minnesota Government Data Practices Act.

E. The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the District's electronic technologies

#### VIII. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use is the joint responsibility of students, parents and staff of the District.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the user and parents or guardians. Internet Use Agreement for employees must be signed by the employee. The form must then be filed with the District.

D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords to maintain the confidentiality of logon codes.

#### IX. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the District's educational technologies is at the user's own risk and is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the District's systems or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District's electronic technologies. The District will not be responsible for financial obligations arising through unauthorized use of the District's educational technologies or the Internet.

#### X. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the District's electronic technologies must not violate other policies and regulations of the District, including but not limited to the District policies on Gifts and Donations, Non Discrimination, Harassment and Violence, Web site and Intranet, Instructional Materials Selection and Review, and Curriculum Goals.

## XI. USER NOTIFICATION

A. All users shall be notified of the District policies relating to Electronic Technology Acceptable Use and Internet Safety Policies. This notification will be posted on the second board meeting agenda each August in an open public forum. All policies will be posted on the Renville County West School District.

B. This notification shall include the following:

1. Notification of Unacceptable Use of District Electronic Technologies.
2. Internet Safety Protection
3. Notification that Internet use is subject to compliance with District policies.
4. Disclaimers limiting the District's liability relative to:
  - a. Information stored on District systems including diskettes, hard drives, or servers, CD, DVD memory stick or similar devices, or any other storage device
  - b. Information retrieved through the District's computers, networks or online resources
  - c. Personal property used to access the District's computers, networks or online resources
  - d. Unauthorized financial obligations resulting from use of District resources/ accounts to access the Internet.
5. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
6. Notification of password ownership and password protection procedures.
7. Notification that, even though the District may use technical means to limit student Internet access, these limits are not impenetrable and are not the sole means of enforcing the provisions of this policy.
8. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
9. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by School Board Policy 406, Public and Private Personnel Data, and School Board Policy 515, Protection and Privacy of Pupil Records.
10. Notification that, should the user violate the District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

11. Notification that all provisions of the Electronic Technologies Acceptable Use Policy are subordinate to local, state and federal laws.

## XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

A. Outside-of-school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies and of the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).

B. Parents will be notified that their students will be using District resources/accounts to access the Internet and that the District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the Electronic Technologies Acceptable Use Agreement provided to the student user;
2. A description of parent/guardian responsibilities;
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option;
4. A statement that the Electronic Technologies Acceptable Use Agreement must be signed by the user and parent or guardian.
5. A statement that the District's Electronic Technologies Acceptable Use Policy is available for parental review.

## XIII. IMPLEMENTATION AND POLICY REVIEW

A. The Superintendent, or designee, is directed to develop the necessary guidelines for the implementation of this policy. The Superintendent, or designee, may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the School Board for approval.

B. The Superintendent, or designee, shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. The District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.

Cross References: #525 WEBSITE AND INTRANET POLICY #307 COMPLIANCE WITH MINNESOTA DATA PRACTICES ACT #515 PROTECTION AND PRIVACY OF PUPIL RECORDS #427 HARASSMENT AND VIOLENCE #428 RESPECTFUL WORKPLACE #601 CURRICULUM GOALS #606 INSTRUCTIONAL MATERIAL REVIEW  
Legal References: 17 U.S.C. § 101 et. seq. (Copyrights) 15 U.S.C. § 6501 et. seq. Children's Internet Protection Act of 2000 (CIPA) 47 U.S.C. § 254 47 C.F.R. § 54.520 (FCC rules implementing CIPA) Title III of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §1601, et seq., as amended. Minn. Stat. §§ 125B.15 and 125B.25

## **PUPIL FAIR DISMISSAL ACT**

The definitions in this section come from The Pupil Fair Dismissal Act of 1974 as amended in 1983. A complete copy of this act is available in the school office.

1. "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

3. "Expulsion" means an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.

4. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than five school days. This definition does not apply to dismissal from school for one school day or less

5. Each suspension action shall include a readmission plan. The readmission plan shall include when appropriate, a provision for alternative programs to be implemented upon readmission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds five days.

6. "Removal from class" and "removal" mean any actions taken by a teacher, or other school district employee to prohibit a pupil from attending class for a period of time not to exceed three class or activity periods, pursuant to procedures established in the school district discipline policy adopted by the school board pursuant to Sec. 3.

7. "Class period" or "activity period" means, in secondary grades, instruction for a given course of study. A class period or activity period means, in elementary grades, a period of time not to exceed one hour, regardless of the subject of instruction.

## **POLICY PROHIBITING HARASSMENT AND VIOLENCE**

### **I. GENERAL STATEMENT OF POLICY**

It is the policy of the Renville County West Public School District 2890 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threat to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take



appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

## II. RELIGIOUS, RACIAL & SEXUAL HARASSMENT & VIOLENCE DEFINED

A. Sexual Harassment; Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, or obtaining or retaining employment, or of obtaining and education; or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- a. unwelcome verbal harassment or abuse
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or education status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender, or gender identification.

B. Racial Harassment; Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct: has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

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

D. Sexual Violence; Definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to

1. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
4. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault Definition: Assault is:

1. An act done with intent to cause fear in another of immediate bodily harm or death;
2. The intentional infliction of or attempt to inflict bodily harm upon another; or
3. The threat to do bodily harm to another with present ability to carry out the threat.

### **III. REPORTING PROCEDURES**

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District Central Office, but oral reports shall be considered complaints as well. Nothing in the policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

A. In the School Building: The building principal, is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal, immediately. Upon receipt of a report, the principal, must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form with 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in

disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the District: The School Board hereby designates Superintendent Michelle Mortensen Doug Froke as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves the Human Rights Officer, the complaint shall be filed with the respective building school board chair. The School District shall conspicuously post the name of the Human Rights Officer, including mailing address and telephone number.

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

D. Use of formal reporting forms is not mandatory.

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

#### **IV. INVESTIGATION**

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of the policy requires a determination based on all the facts and surrounding circumstances. In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence. The Investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of the policy.

## **V. SCHOOL DISTRICT ACTION**

A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

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

## **VI. REPRISAL**

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

## **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

## **VIII. HARASSMENT OR VIOLENCE AS ABUSE**

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

## **IX. DISSEMINATION OF POLICY AND TRAINING**

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

## **STUDENT TRANSPORTATION SAFETY POLICY**

### **I. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The School Board has designated an individual to serve as the School District's School Transportation Safety Director. The name, address and telephone number of the School Transportation Safety Director are on file with the Superintendent. Any questions regarding student transportation or this policy should be addressed to the Superintendent or the School Transportation Safety Director.

### **II. POLICY STATEMENT OF THE SCHOOL BOARD OF RCW SCHOOLS, DIST 2890**

It shall be the policy of RCW schools to offer bus service to the students who choose to attend in the district. Bus pick-up/drop-off will be at pre-scheduled stops. It shall not be the practice of RCW schools to pick-up/drop-off students at stops other than those specified.

EXCEPTION: RCW Schools will pick up students at an alternate location if the following conditions are met.

- a. The students being picked up/dropped off are Kindergarten through second grade.
- b. The residence or place of pick-up/drop off is on Highway 212.
- c. The distance from the highway to the pick-up/drop off point is greater than 0.2 miles.
- d. That there is an adequate turn around for the bus on the property.

### III. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week The first week of school must be designated as School Bus Safety Week.

B. Student Training The School District shall provide student training for students in grades kindergarten through six and 7-10 consisting of both classroom instruction and on a school bus. The training shall include:

- ✓ Transportation by school bus is a privilege - not a right
- ✓ District policies for student conduct and school bus safety
- ✓ Appropriate conduct while on the bus
- ✓ The danger zones surrounding a school bus
- ✓ Procedures for safely boarding and leaving a school bus
- ✓ Procedures for safe vehicle lane crossing
- ✓ School bus evacuation and other emergency procedures

K-6 will have bus evacuation drills in the fall and spring.

Students in grades kindergarten through three enrolled during the first or second week of school must demonstrate competency of training by the end of the third week of school. Students who enroll in a school after the second week must receive safety training within four weeks. The School District may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability.

The District will provide kindergarten students with school bus safety training during kindergarten round-up and through a safety bulletin to the parents or guardians before the first day of school. All parents of new enrollees to the district will also receive the safety bulletin. The School District will also provide student safety education for pedestrian safety.

The School District will report to the Superintendent that all students have received the required training and have demonstrated the knowledge of the concepts listed above. If a student fails to demonstrate these concepts, the district will provide the Superintendent with an explanation of why

the student failed. The School District's curriculum for transportation is maintained and available for review in the Office of the Superintendent.

## **HEALTH CARE**

### **A. Annual Health Screenings**

1. Hearing
2. Vision

\*Parents can request a screening during the school year if you suspect a problem. Parents will be notified by mail if there is a problem and you will be requested to take your child for a further medical evaluation.

### **B. Communicable Illness Policy Communicable Illness Policy**

Communicable illnesses should be reported to the school office as soon as possible. If your child is hospitalized or has a lengthy illness please let the office know so the education of your child can be continued. Guidelines for returning to school for the following communicable diseases:

1. COVID 19 or related virus – student is not to report to school if he/she has been diagnosed with COVID 19.
2. CHICKEN POX - no sooner than 7 days from onset, no fever and POX MUST BE DRY.
3. SCARLETINA AND STREP THROAT - after having been on antibiotics for AT LEAST 24 hours and no fever is present.
4. IMPETIGO - Exclude from school for 24 hours after first treatment or lesions are scabbed over (whichever is first).
5. PINK EYE (CONJUNCTIVITIS)
  - a. After eyes have cleared and no drainage is present
  - b. Seek medical treatment when there is purulent (pus) discharge and/or crusts in inner corners of eyes, especially upon waking from sleep. May return after 24 hours of treatment
  - c. ✓ Do not exclude if condition is mild and/or associated with common cold and/or allergies
  - d. ✓ Do not exclude if condition is mild with no visible pus and few symptoms
6. RINGWORM - You may return to school after seeing the doctor, receiving medical treatment and when all lesions are DRY and HEALED.
7. MONONUCLEOSIS– incubation period is 30-50 days. Restrict from school based on health care provider's recommendations (must provide school health office with a signed physician's note with specific dates, activities to exclude, etc. in order for accommodations to be made).
8. INFLUENZA – incubation period is 24-72 hours. Exclude from school until well, usually 2-7 days.
9. Emergency Care - School district staff will provide reasonable emergency care and assistance (includes calling 911, if determined appropriate) when there is a medical emergency during the school day or school-sponsored activity. District 2890 will not accept or honor requests to withhold

emergency care or DNR-DNI (do not resuscitate/do not incubate) orders, nor will they convey such orders to emergency medical personnel.

10. Fever, Diarrhea, Vomiting - Students must be fever-free (less than 100 degrees without medication) for 24 hours before returning to school.

11. Illness during the school day - If a student becomes ill during the school hours and it is determined by the health staff that they cannot continue with their school day, a parent/guardian or emergency contact will be contacted BEFORE a student is allowed to leave the school building. Arrangements will need to be made by parent/guardian regarding transportation of their child to home and/or clinic. Arrangements must be made in a timely manner to minimize exposure to other students and staff (a reasonable amount of time is 30 minutes or less).

C. Educational Implications of Health Needs, including AIDS Policy (Acquired Immune Deficiency Syndrome) Adopted by School Board, July 21, 1988

### **Curriculum and instruction**

a. Students in junior high school will receive specific instruction in sexual health and responsibility including information on anatomy and physiology; rights and responsibilities of individuals to make personal choices in behavior and relationships; respect for the choices of individuals; and specific information about sexually transmitted diseases, including AIDS, and including prevention and access to community resources.

b. Students in early childhood, primary and intermediate grades will receive instruction in sexual health and responsibility including age-appropriate information about anatomy and physiology; rights and responsibilities of individuals to make personal choices in behavior and relationships; and specific information about sexually transmitted diseases, including AIDS, to answer questions and concerns arising from media focuses and community response to issues.

c. A cycle of review of the district curriculum in sexual health to ensure appropriate content, support effective instruction strategies and offer community expertise to teachers and school nurses and provide learning experiences for students as appropriate.

d. Chemical Health and Responsibility - Learners of all ages will have specific instruction about the risks of communicable diseases such as AIDS and hepatitis, incorporated into the chemical health and responsibility curriculum.

e. Equity Education - Learners of all ages will review concepts of the rights of individuals, including data privacy rights, tolerance of differences in lifestyle, and how fear and lack of information can lead to prejudice of other forms of minimizing rights of individuals. AIDS and other communicable diseases will be one of the issues included.

### **Student Health and Welfare**

1. Communicable Diseases - A procedure for minimizing interruptions of learning from communicable diseases will be established by the school nurse in consultation with school administrators, and community public and private health care providers. Procedures, for inclusion or exclusion of students from school with communicable diseases, will consider the education implications for the student and others with whom he/she comes in contact and recommendations for the County Public Health

Agency, the Minnesota Department of Health and the U.S. Public Health Service - Centers for Disease Control (CDC).

2. Elementary and Secondary Students Infected with the AIDS Virus. The district adopts the most current guidelines established by the Minnesota Department of Health and concurred with by the Minnesota Department of Education.

3. Early Childhood Program Participants Infected with the AIDS Virus. Note: The Minnesota Department of Health has adopted guidelines for children in early childhood programs and daycare setting in January, 1989.

#### 4. Students with Special Health Problems

a. Procedures to minimize the interference with learning of acute and chronic health problems will be established. These procedures will address identification of health problems and the impact on learning and growing, development and implementation of an individualized health plan, and communication with the primary health care provider. Those integrally involved in planning for the needs of students will include the student, family, licensed school nurse, primary classroom teacher and primary health care provider.

b. A School Health/Human Services Advisory Committee will be established to review the school's response to students with special health problems, support effective school service and programs, and offer community expertise to pupil personnel service staff.

#### D. Food/Drink Restrictions Policy

Purpose – To ensure that all students receive appropriate, federally mandated and/or medically directed food/drink when at school. Policy – All food/drink restriction requests need to be accompanied by a parent and/or doctors order to office before implementation.

1. The original will be forwarded by the office, to the dietary department, and copies will be sent to the School Nurse and Teacher.
2. Parents may request restrictions for acute illness symptoms and specify the length of time in their written request.
3. A Doctor's order is requested for restrictions of a long-term, chronic nature and/or allergy. The length of time should be noted on the order. The availability of lactose reduced milk will be available upon written request by the parents. Parents have been notified of this program change and will be notified annually through the student/parent handbook distribution.

E. Head Lice Policy Students found to have live lice in their hair can be sent home and parents will be requested to shampoo their hair with an appropriate lice killing shampoo product and remove all nit eggs before readmission to school. Students found initially to have 1-2 nit eggs in their hair will be allowed to stay in school after removal by the Health Aide.

Procedure:

- 1.The school Nurse and/or trained Health Aide will check for evidence of live lice and/or nit eggs when students have observable problems with their hair, i.e.: itching, scaling, dry scalp, dandruff, etc.
- 2.Lice checks will occur in the health office of each campus to maintain privacy and confidentiality.
- 3.Each lice check will be recorded, noting date, time, student and results on a flow sheet provided.



4.If live lice are found by the Nurse/Health Aide, the student is sent home and the Health Office personnel will call the parents and verbally review the prevention and control actions that must be implemented. A written guide for parents “HOW TO CONTROL HEAD LICE” will be sent home with the student.

5. All students returning from treatment at home will be checked by the Nurse or Health Aide before going back to class. Results of this check will follow the above policy.

6. All students returning from treatment are not to ride the school transportation, but must be accompanied by a parent/ or appointed adult. Student will be checked by both the parent and the nurse or health aide before going back to class. A classroom check will be initiated on the school campus whenever there are 2 non-related students found with live lice at the same time. When a student is found with Head Lice and/or nit eggs, all brothers, sisters and/or anyone living in the same home will be checked at that time also and control measures will be implemented.

7. If chronicity of infestation seems to be a problem, adult family member(s) will be required to review of the school’s policies related to pediculosis with the school nurse or administrative representative and participate in specific training for identification and removal of lice. Children will be re-entered into the classroom when they are

- a. Nit free and
- b. No live lice are found.

**F. Homebound or Hospital Instruction** This 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 part time instruction in the school with part time instruction in the home for those who cannot participate in a full time program.

### **G. Immunization Policy Purpose –**

To ensure that RCW Public School #2890 remains in compliance with Minnesota State Immunization Law and requirements on a consistent basis. Policy – All students are required to have, on file, certification of their immunization status or the appropriate waiver documentation in their health record.

#### 1. New and transferring Students

- a. Will need proof or a copy of their current immunization record before admission into school.
- b. Parents should obtain the record ahead of time and ensure that the student receives any “missed shots” before enrollment.
- c. Diseases required to be covered by Minnesota State Immunization Law:
  - i. Diphtheria, Tetanus, Pertussis (DPT)
  - ii. Polio
  - iii. Measles, Mumps, Rubella (MMR)
  - iv. Hepatitis B Virus (HBV)
  - v. Tetanus Booster (Td) pre-seventh grade vi. Varicella (or proof of chickenpox disease)

d. District office personnel will check immunization record for compliance before admission.

e. School telephone and/or fax machine will be available to any parent needing to request current immunization information.

f. All new immunization records will be reviewed by the School Nurse for accuracy and completion, before entry into the School Health Record.

## **H. Medication Policy**

### **1. Prescription Medication**

- a. No prescription medication administration will be supervised without written permission from the Parents AND Physician.
- b. Prescription medication administration to be supervised will have written, dated, and signed orders from the Physician and parent including name of medication, side effects, dosage, time of day to be administered, purpose of medication and prescribing Physician.
- c. Prescription medication to be administered must be brought to school in the original container labeled by the pharmacist.
- d. The School Nurse/ Health Aide will supervise the administration of the prescribed medication and will document the date, time, medication and her initials on the medication administration flow sheet for each student.
- e. The original medication order may be given to the Nurse/ Health Aide when such request is followed by the school's completed physician order form the next school day or as soon as possible.
- f. Parents are responsible for timely refilling of prescription medication to prevent a lapse in coverage at school.
- g. Antibiotic Medication should be given at home, whenever possible to prevent loss of bottle and/or missed doses.

### **2. Non-Prescription Medication**

- a. Non-prescription medication administration to be supervised will have written, dated, Physician and/or Parent authorization including name of the medication, dosage, time of day to administer and purpose of medication.
- b. Non-prescription medication should be in the original container and should be stored in a supervised area (Principal or Health office).
  - c. A verbal order for administration of medication may be given to the Nurse/Health Aide when such request is followed by a written order the next school day. Use the school's Physician Order Form, which may be completed by the parent only when non-prescription medication is given.
  - d. A student may self-administer medication to include asthmatic inhalers when written PARENTAL PERMISSION is given. The student should carry only enough medication for one day and it should be kept in the original labeled container. **THE SCHOOL IS NOT RESPONSIBLE FOR SELF-MEDICATING STUDENTS.**
  - e. Medication will be discarded at the end of the school year if it has not been claimed by the student or parent.
  - f. Parents will be notified of unauthorized use of medication by students.

## **STUDENTS' DATA PRIVACY**

The district protects the privacy rights of learners of all ages. Therefore, knowledge that a student has a communicable disease, but does not pose a risk to other students or the

educational staff in the school setting, will be confined to those persons with a direct need to know (e.g. school nurse, primary teacher)



## Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

### ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

### Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required 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.



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

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

### 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.)



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.

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

### 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.

Updated April 21, 2022