

**BARNESVILLE  
ELEMENTARY**



**PARENT / STUDENT HANDBOOK  
2025-2026 School Year**

***The Trojan  
Way***

***We Are Respectful***

# ***Act Responsibly***

## ***You Are Valued***

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## **SCHOOL BOARD PHILOSOPHY**

The Board of Education of Independent School District Number 146 believes that each individual should be accepted into the educational program as he/she is; that each student shall be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will affect continuing satisfactory adjustment to life.

In the practical application of this philosophy, opportunities shall be provided to each individual - mentally, physically, emotionally, and morally. It is further the philosophy of the Board of Education to provide the plant, tools, and facilities to implement this policy.

## **SCHOOL DISTRICT MISSION STATEMENT**

The mission of Barnesville Public Schools, in partnership with the family and community, in its quest to develop responsible students, is to promote academics, arts, and athletics by providing challenging programs in an innovative environment.

## **DISTRICT GOALS**

Our goals are to develop lifelong learners in an atmosphere of mutual respect and trust by:

1. Improving educational achievement by establishing clear standards, measuring performance, assisting educators, and increasing opportunities for lifelong learning in an ever-changing society.

- Promoting school spirit and enthusiasm so that all students, staff, and residents of the District feel connected and proud.

## **INDEPENDENT SCHOOL DISTRICT 146**

### **BOARD OF EDUCATION**

Jeremy Cossette / Marla Field / Crystal Henderson / Sara Hough  
Andrew Maier / Joshua Schroeder / Jacob Thompson (Chair)

### **ADMINISTRATION**

Dr. Jon Ellerbusch	Superintendent
Todd Henrickson	Pre-6 Principal
Bryan Strand	7-12 Principal
Aaron Schindler	Activities/Community Ed Director

### **SECRETARIES / OFFICE STAFF**

Kari Wilson	Elementary Administrative Assistant
Julie Kuik	Elementary Administrative Assistant
Shelly Krueger	High School Administrative Assistant
Melissa Sossa	High School Administrative Assistant
Chris Ellefson	Activities Director/Community Ed Assistant
Jodi Samuelson	Finance Officer
Sara Lien	Payroll / HR Assistant

### **SCHOOL OFFICES**

#### **ELEMENTARY SCHOOL OFFICE**

PO BOX 189  
BARNESVILLE MN 56514  
(218) 354-2300  
(218) 354-7797 Fax

#### **HIGH SCHOOL OFFICE**

PO BOX 189  
BARNESVILLE MN 56514  
(218) 354-2228  
(218) 354-2305 Fax

**DISTRICT OFFICE**  
PO BOX 189  
BARNESVILLE MN 56514  
(218) 354-2217  
(218) 354-7260 Fax

This handbook and its contents were approved by the School Board at its meeting on **July 21, 2025**. This handbook may be changed or amended during the school year. Changes will be posted in the office of the principal and on the school's website. If you have any questions about a provision, contact the principal.

### **Elementary Staff Directory**

**Administrative Assistants**

Julie Kuik 409  
Kari Wilson 405

**Health Aid/Special Ed Paraprofessional**

Erika Brauner 444

**Kindergarten**

Shari Grabow 415  
Megan Martin 417  
Christine Messer 416  
Alison Willers 428

**Grade 1**

Chastity Justesen 419  
*Laura Jorud* 427  
Karie Martinson 420  
Tori Olson 432

**Grade 2**

Lisa Forsgren 439  
Carrie Jenkins 424  
Sandy Meyer 436

**Grade 3**

Ryan Bomstad 434  
George Haj 433  
Michelle Tonsfeldt 418

**Grade 4**

Lisa Gilbertson 430  
Tracy Hinsz 429  
Lynn Thorkildson 431

**Grade 5**

Scott Amundson 421  
Megan Askegaard 422  
Alissa Honrud 423

**Grade 6**

*Patti Erlandson* 442  
McKinzie Solum 353  
Kailee Strand 500

**MTSS Coordinator**

Nicole Nelson 354

**Special Education**

Sarah Poepping 408

Mary Spillum	413
<i>Lois Vorachek</i>	426
Michelle Wander	414
<b>Occupational Therapy</b>	
<i>Kaitlynn Borgstahl</i>	355
<b>Speech Clinician</b>	
<i>Jada Ashmore</i>	451
Michelle Field	441
<b>Preschool</b>	
Breanna Chuinard	456
Laura Lempe	335
<b>Music</b>	
<i>Sierra Christensen</i>	443
<b>Physical Education</b>	
Jacob Grosz	412
<b>Art</b>	
Kendra Jolicoeur	453
<b>Social Worker</b>	
Jamie Skrove	450
<b>Behavior Interventionist</b>	
Micki Bang	369
<b>Lakeland Mental Health</b>	
Renee Olson	471
<b>Library Aide</b>	
Janet Rasmussen	411
<b>Title I Paraprofessionals</b>	
Madelyn Gerdes	455
Jessi Haus	440
Joanne Herbranson	425
Betsy Ronsberg	458
April Wilhelm	462
Chrissa Wolters	459
<b>Special Education Paraprofessionals</b>	
Kraig Archambeau	641
Shirley Bolgrean	TBD
Amy Caruso (preschool)	656
Lesley Connelly	640
McKenzie Davis	662
Colyn Gardner	644
Julia Heikes	643
Samantha Palya (preschool)	659
Ashley Schwartz	648
Cary Zepper	454
<b>Preschool Paraprofessionals</b>	
Cassandra Blomberg	674
Stacey Rotz	645
<b>5<sup>th</sup> &amp; 6<sup>th</sup> Grade Band</b>	
Grace Tangen	334 - High School
<b>Technology Coordinator</b>	
Casey Ehlert	338
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<b>Cooks</b>	
Kevin Roller (Director)	342

Sharon Braton	410
Nita Fenner	410
Deborah Goegren	410
Angela Hamman	410
Chris Lien	410
<b>Custodian</b>	
Jamin Krause (Director)	340
Duane Duval	407
Laurie Ernst	407
Carl Gilbertson	407
Scott Odden	407

## General Information

### Elementary School Office

- The elementary office is located through the main doors on the south end of the building.
- Office staff includes:
  - o Principal
  - o Two administrative assistants
- Office hours: 7:30 a.m. – 4:00 p.m., Monday through Friday (regular school days).
- To contact the principal's office, call 354-2300. If no one answers, please leave a voicemail.

### First Day of School

- The first day of school is **Tuesday, September 2**. Students should go directly to their assigned classrooms listed below
  - o **Preschool** – Rooms 172, 176
  - o **Kindergarten** – Rooms 105, 106, 107, 108
  - o **Grade 1** – Rooms 101, 102, 103, 104
  - o **Grade 2** – Rooms 167, 168, 171
  - o **Grade 3** – Rooms 164, 165, 166
  - o **Grade 4** – Rooms 161, 162, 163
  - o **Grade 5** – Rooms 127, 128, 129
  - o **Grade 6** – Rooms 136, 137, 138

### School Hours

- The school day begins at 8:30 a.m. and ends at 3:10 p.m. To help students prepare, bells will ring at 8:15 a.m. and 8:25 a.m.
- The School Breakfast Program begins at 8:00 a.m. and is served in two shifts:
  - o 8:00 – 8:15 a.m.: All students report to the lunchroom.
  - o 8:15 – 8:30 a.m.: Open to walkers or students dropped off.
- Playground supervision is not provided before or after school.
- The school office remains open until 4:00 p.m.
- After 3:30 p.m., students must be in a supervised area with a teacher or coach. Students not participating in an after-school program or activity must leave the building by 3:30 p.m. Failure to do so may result in disciplinary action.

### Enrollment Requirements

1. Immunizations

- a. Minnesota law requires immunizations for all students enrolled in school. Exemptions are allowed for:
  - i. Medical reasons (with documentation from a physician).
  - ii. Conscientiously held beliefs (with written documentation).
- b. Key Points:
  - i. Vaccine records must be signed by a licensed physician or public clinic staff.
  - ii. Measles vaccines given before 12 months of age do **not** count.
  - iii. Proof of chickenpox disease must include a doctor's signature.

<b>Age/Grade</b>	<b>Required Vaccines</b>
Kindergarten (<7 yrs)	5 DTP, 4 Polio, 2 MMR, 2 Varicella (Chickenpox)
7 years – Grade 6	≥3 DTP/Td, ≥3 Polio, 1 MMR
Grades 7 – 12	≥3 DTP/Td (1 dose after age 11), ≥3 Polio, 2 MMR
Kindergarten	≥3 Hepatitis B
K and Grade 7	≥3 Hepatitis B

c. Required Immunizations by Age/Grade:

2. Transfers and New Students

- a. All new and transferring students must provide:
  - i. Official school records/transcripts
  - ii. Up-to-date immunization records
- b. Students will not be allowed to register without these documents.

**School Fees**

- The school provides materials needed for the basic educational program at no cost, using state, federal, and local funding. However, students are responsible for bringing their own basic supplies, including:
  - Pencils, paper, erasers, notebooks, etc.
- In addition, students may be required to pay fees or deposits in the following situations:
  - Materials for class projects that exceed basic requirements and are kept by the student
  - Security deposits for borrowed materials, supplies, or equipment
  - Field trips that go beyond the district's required educational program
  - Admission fees or costs for optional extracurricular activities or events
  - Voluntary purchase of student health or accident insurance
  - Use of school-owned or rented musical instruments
- Students will be charged the replacement cost for lost or damaged textbooks, workbooks, or library books. The school district may waive fees or deposits for families who are unable to pay. Parents or guardians may contact the office to request a waiver.

**School Property**

- Care of Property
  - Students must respect all school property, including furniture, buildings, and grounds. Responsible behavior helps maintain a clean, safe environment and reflects well on the school and community.
- Lockers and Desks

- o Lockers and desks are school property and may be searched by school officials. Searches may occur when there is reasonable suspicion of a school rule or law violation. Students may not use lockers or desks to store **contraband**, including unauthorized or illegal items. If contraband is found:
  - It will be confiscated.
  - It may be given to law enforcement.
  - The student may face disciplinary actions, including suspension or expulsion.
- o When possible, students will be notified of searches. Searches will be conducted in a reasonable and respectful manner.
- Textbooks
  - o Textbooks are provided at no cost. Students must pay for any lost or damaged books.

### **Gym Shoes**

- Students must bring non-marking tennis shoes to use during physical education classes.

### **Lost and Found**

- Every year, items like mittens, sweaters, hats, boots, and coats end up in the Lost and Found and go unclaimed. To help with identification, please label all clothing with your child's name. Lost items can be picked up at two designated locations in the school. Remind your child to report lost items promptly. Valuable items are kept in the school office. At the end of the school year, all unclaimed items will be donated.

### **Pledge of Allegiance**

- Students will recite the Pledge of Allegiance to the flag of the United States of America. Participation is optional. Anyone who chooses not to participate for personal reasons has the right to opt out. All students are expected to respect each other's choices. Students will also receive instruction on flag etiquette, proper display, and respectful behavior.

### **Elementary Activity Tickets**

- Students may purchase an Elementary Season Ticket that allows entry to all home athletic events. Tickets are available in the school office after the start of the school year.
- **Admission Prices for Athletic Events:**
  - o Adult: \$6.00 / Student: \$4.00 / Senior Citizens (65+): Free
- **Season Pass Prices:**
  - o Adult: \$75.00 / Student: \$50.00 / Senior Citizens (65+): Free
- **Music Concerts:**
  - o No charge for admission

### **Sending Money to School**

- When sending money with younger children, place it in an envelope clearly labeled with: student's name, grade, teacher's name, amount enclosed, and purpose for the money.

### **Attendance & Transportation**

## Attendance Policy

- Compulsory Attendance Law
  - Under Minnesota Statute 120.10, every child between the ages of 7 and 16 is required to attend public or private school during the entire school year. This law will be enforced by the district.
  - Regular attendance is essential to student success. It builds responsibility, self-discipline, and strong academic habits. Students are expected to arrive on time, ready to learn. Parental support and cooperation are strongly encouraged.
- Attendance Procedures
  - Attendance is recorded daily at 9:00 a.m. Students arriving between 8:30 and 8:35 a.m. will be marked tardy. A complete record of all absences and tardies is kept in the school office.
- Definition of Absence
  - A student is considered absent when missing all or part of a school day. Half-day absences are defined as:
    - Morning session: From the start of school until lunch
    - Afternoon session: From after lunch until dismissal
  - If a child is sick, it is best to keep him/her home to prevent spreading illness to others.
- Reporting Absences
  - Parents must call the elementary office to report when their child is absent or tardy. If a longer absence is expected, parents should notify the office in advance so arrangements for make-up work can be made. If no call is received, the school will contact the parent to verify the absence. Parents should provide a specific reason, especially in the case of illness.
- Excused Absences
  - Absences are considered excused when verified by a parent, guardian, or appropriate professional. A written note may be required.
  - Valid reasons include:
    - Medical or dental appointments (doctor, dentist, chiropractor)
    - Professional appointments (therapist, counselor, county worker)
    - Illness (with parent/guardian notification)
    - Personal or family emergencies
    - Pre-approved family vacations (encouraged during scheduled school breaks)
    - Legal obligations (court, legal appointments)
- Unexcused Absences
  - Unexcused absences occur when a student misses school without a valid reason.
  - Examples include:
    - Hair appointments
    - Shopping trips
    - Babysitting, Oversleeping
    - Choosing not to attend
    - Not knowing the school schedule
    - Running late without valid cause
- Consequences of Unexcused Absences
  - After 3 and 5 unexcused absences: A letter will be sent home.
  - After 7 unexcused absences: A letter will be sent to the family and Clay County Social Services.

- Continued absences will result in:
  - A parent/guardian conference requested by the school
  - Parents may also request a meeting to discuss concerns
- Tardiness
  - Students must be in their assigned area on time. Failure to do so is considered tardiness.
  - Procedures: Students arriving late must report to the school office.
  - Excused tardiness includes:
    - Medical or dental appointments
    - Professional services (counselors, county workers, therapists)
    - Illness (with parent/guardian notice)
    - Family emergencies
    - Legal proceedings
- Homework and Make-Up Work
  - Parents should request homework **early in the school day** to allow teachers time to prepare materials.
  - Students are given the **same number of days they were absent** to complete make-up work.  
***Example:** A student absent for 2 days has 2 days to complete all missed assignments.*

### **Dismissal During the School Day**

- If a student must leave school during the day, a parent or guardian must sign the child out in the school office. Notify the teacher in advance with a note. Inform the secretary or principal at the time of pick-up.

### **Leaving School Grounds**

- Once students arrive at school, they may not leave the school grounds unless permission has been granted. A written note from a parent is required. A phone call to the office may substitute for a note.

### **Pick-Up and Drop-Off Students**

- To ensure safety during busy times, the bus loop (south end) is off-limits to vehicles from: 8:00–8:30 a.m. and 3:00–3:30 p.m.
- Doors 1, 3, and 4 may be used for student drop-off in the morning (after 8:15 a.m.) and pick-up at the end of the day (3:10 p.m.).
- If using the west-side drop-off loop (Doors 4 & 5), enter from the south and exit to the north.

### **K-3 Bus Students**

- Students in grades K–3 must have a written note from a parent if they are not riding the bus home. Without a note or call, students will be placed on the bus as usual. A phone call to the office may substitute for a note.

### **Transportation Policy**

- Philosophy
  - Barnesville Public Schools provides transportation services to assist students and families with access to educational programs. While transportation supports the educational process, it is considered a privilege, not a right. Transportation

may be revoked if a student fails to follow established rules or safety expectations. Parents and guardians are expected to support and uphold transportation policies that promote student safety and appropriate behavior.

- General Transportation Guidelines
  - **Bus Routes and Schedules** - Bus routes will be established by the bus manager before the start of the school year. Schedules will be filed with the Superintendent and Principal. The bus manager will inform families of stop locations and times. Students must be at their bus stop on time. Buses will not wait for late students.
  - **Bus Driver Authority** - Bus drivers are in charge of student behavior while students are: Riding the bus, Entering or exiting the bus, Waiting at designated stops
  - **Seating and Movement** - Students must remain seated at all times when the bus is moving. Standing or changing seats while in motion is not allowed.
  - **Food and Drink** - Rules about food and drink on the bus are set by the bus manager and enforced by the school district.
  - **Behavior Expectations** - Students must follow the same behavioral standards on the bus as they do in school. Respectful, safe, and responsible conduct is expected. The bus driver has the authority to address and report misconduct.
- Bus Misconduct:
  - Category I Offenses
    - Category I Offenses are disruptive behaviors that interfere with safe bus operation. Examples include: unsafe behavior, loud or disruptive noises, swearing or inappropriate language, willful disobedience, interference with others or the driver, tardiness, and changing seats or standing while the bus is moving.
    - Response to Category I Offenses:
      - Bus drivers will:
        - Give verbal warnings
        - Use logical consequences (e.g., assigned seats)
        - Upon the third incident (and for each additional offense):
          - The driver will file a written report with administration.
          - School administration will assign increasing consequences, which may include: Assigned seats, Temporary or permanent removal from the bus, Detention or suspension (in-school or out-of-school).
  - Category II Offenses
    - Category II Offenses are serious behaviors that create a hostile, dangerous, or disruptive environment. Examples include: assault or fighting, harassment or bullying, theft or vandalism, willful damage to property, and defiance of authority.
    - Response to Category II Offenses:
      - Incidents must be reported immediately to the bus manager and school administration.
      - Discipline may include the following progression (subject to administrative discretion):
        - One-day suspension from bus transportation.
        - One-week suspension.

- o Suspension until the next school board meeting, where removal for the remainder of the school year may be recommended.
- o Additional school consequences may apply depending on the situation.
- Records of Category II Offenses will be maintained for the current school year only. Each new school year resets the discipline record.

***Bus drivers have the authority to assign specific seats and implement other corrective measures to maintain discipline and safety.***

**Safety Patrol**

- Student Safety Patrol members assist at key crossings before and after school. Their primary job is to help children cross streets safely. Parents are encouraged to support the patrol’s work through positive attitudes and cooperation.

**School Closures Due to Weather**

- The Superintendent of Schools will determine if school will close due to poor weather or road conditions. Closure or early dismissal announcements will be made through the school’s communication system, on local radio stations, and on television stations.

**Nutrition & Health**

**School Breakfast and Lunch Program**

- We encourage all students who do not go home for lunch to participate in the school’s hot lunch program.
- Meal Prices:

<b>Meal Type</b>	<b>Breakfast</b>	<b>Lunch</b>
Full School Year (Student)	Free	Free
Individual Student Meal (w/ milk)	Free	Free
<b>Adult Meal (w/milk)</b>	<b>\$2.95</b>	<b>\$5.25</b>
Reduced Meal (w/ milk)	Free	Free

**Payment Information**

- Meal payments are managed through an automated Lunch Cashier System using the student’s personal ID number. One carton of milk is provided free to students who eat hot lunch. Students bringing lunch from home may purchase milk in the cafeteria for \$0.50 per carton. Students who want milk during the mid-morning or mid-afternoon break must pay:
  - o \$28.00 for a half-year / \$56.00 for the full year
  - o Kindergarten milk break is free due to state legislation.

## Negative Balance Policy

- To manage unpaid lunch accounts, the following rules apply:
  - Students in grades K-12 with a negative balance may not participate in the breakfast program.
  - Students in grades K-12 with a negative balance cannot charge a regular lunch. They will receive an alternate meal instead.
  - The district will continue to mail or email invoices to families with outstanding balances.
- Meal Account Policy (Policy 534)
  - Students have access to a personal meal account. The following procedures apply when a student's meal account has a negative balance:
    - When any account balance is negative, the elementary office will send an instant alert notification to parents.
    - If a student's balance reaches negative \$10, the student will be individually notified and given a printed statement or notice showing the amount owed.
    - When a balance reaches negative \$20, the school will send a letter home with payment instructions.
    - Parents may add funds to a child's meal account by:
      - Mailing payment to the school (include student name and account information).
      - Delivering payment to the school office.
      - Using the RevTrak online payment system.
    - If a student's balance exceeds negative \$35, or \$50 per family, and payment is not received within a time frame set by school administration (quarterly, by semester, or year-end), the account will be referred to the superintendent or designee for collection.

## Student Lunch Periods (Tentative)

Grade 6	12:10 – 12:35 p.m.
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## Nutritional Guidelines

- Barnesville Public Schools supports student wellness by promoting nutritious food choices throughout the school day. These guidelines apply to snacks, lunches, rewards, celebrations, and school-sponsored events.
  - **Rewards** - Schools will limit the use of food or beverages as rewards for academic performance or good behavior. Exceptions may be made when specified in a student's Individualized Education Plan (IEP) or Behavior Intervention Plan (BIP).

- o **Snacks** - We encourage families to send healthy snacks to school. Preferred choices include: whole grains, fresh fruits and vegetables, and dairy products. When possible, choose snacks that: do not list sugar as the first ingredient and contain no more than 35% of total calories from fat (excludes nutrient-rich foods such as nuts, seeds, and cheese).
- o **Sack Lunches or Home-Packed Lunches** - Parents are encouraged to send nutritious, well-balanced lunches from home. Please avoid packing foods or beverages with low or no nutritional value.
- o **Classroom Celebrations** - The school will limit celebrations involving food during the instructional day. Each party should include no more than one item that does not meet school nutrition standards for individual food and beverage items.
- o **Fundraising** - We encourage fundraisers to use: non-food items and healthy food choices such as fresh fruit or nuts. Fundraising orders and deliveries should not take place during school lunch hours.
- o **School-Sponsored Events** - The district will continue working to increase the availability of healthy, nutrient-dense options at school-sponsored events.
- o **Beverages** - During the school day, only the following beverages may be sold or provided: milk (preferably low-fat), flavored milk, water, fruit juice (preferably 100% juice, with no added artificial or natural sweeteners). This policy applies to beverages offered immediately before and during instructional hours.
- o **Advertising and Marketing** - The district will support lifelong healthy habits by: Promoting nutrition education in the health and physical education curriculum and Teaching students how to understand food advertising and marketing messages.
- For more details, please refer to the Barnesville Public Schools Wellness Policy.

### Home-Baked Treats

- Due to Minnesota Department of Health regulations, home-prepared treats may not be served at school. Only commercially packaged, individually wrapped items are allowed, including: cookies, packaged baked goods (e.g., Twinkies), candies, and individually portioned ice cream novelties.

### Policy 516: Student Medication

- Purpose - This policy outlines procedures for administering non-emergency medications to students during the school day.
- General Policy
  - o Some students may need prescribed medication during school hours. These medications will be administered by the licensed school nurse, trained health clerk, principal, or teacher following school district procedures.
- Requirements
  - o Authorization - No medication, including over-the-counter drugs, will be given without:
    - A prescription from a licensed prescriber.
    - A signed Authorization Form from the student's parent/guardian.
  - o Annual Documentation - An *Administration of Prescription Medications* form must be completed: Once each school year and any time there is a change in medication or administration instructions.
  - o Proper Labeling

- Prescription medications must come in a pharmacy-labeled container specific to the student.
- Nonprescription medications must be in the original container and include a written, signed order from a licensed prescriber.
- Storage of Medication - Students may not carry medications unless a written agreement is in place between the school and the parent. Medications will be kept with designated school personnel unless otherwise stated in an IEP (Individual Education Plan) or IHP (Individual Health Plan).
- Changes in Medication - Parents (or students 18 and older) must notify the school in writing of any changes in medication or if it is no longer required. A new pharmacy label reflecting updated instructions must be provided within two days.
- Special Education Considerations - Medication administration for students with disabilities must follow the student's IEP, Section 504 plan, or IHP.
- Recordkeeping - The school nurse or designee must:
  - File the signed *Administering Prescription Medications* form in the student's health record.
  - Provide copies to the principal and staff authorized to give the medication.
- Procedure Development - Medication administration procedures must be developed in consultation with a licensed nurse or health agency. These procedures will be reviewed and approved by the school board and added as an official addendum to this policy.
- Exceptions – Not Covered by This Policy
  - This policy does not apply to:
    - Special medical treatments such as catheterization, suctioning, or gastrostomy feedings.
    - Emergency procedures, including life-saving medication.
    - Public health interventions, such as vaccinations given during outbreaks.
    - Medications used: off school grounds, during athletics or extracurricular activities, before or after the regular school day.
    - Services for which a minor may legally give consent.

### **Vision Screening**

- The vision screening program begins in preschool and continues annually for students in grades K–6. It also includes:
  - New students to the district.
  - Screenings by teacher recommendation.
- Tools Used:
  - LEA Chart – For Preschool through Grade 1.
  - Color Vision Test – Administered in Kindergarten.
  - HVOT (Heidi Visual Acuity Test) – For Grades 2 through 6.

### **Hearing Screening**

- The hearing screening program also begins in preschool and continues each year through Grade 6.
- Tool Used:
  - Pure-Tone Audiometer – Identifies possible hearing impairments.

- Strong vision and hearing are essential for academic success. Early identification of any issues helps ensure each child can reach their full potential in the classroom.

### **Accidents Guidelines**

- Accidents at School - If a student is injured at school and needs immediate medical care:
  - The school will attempt to contact a parent or guardian.
  - If a parent or guardian cannot be reached, the student will be taken to the nearest physician.
  - This procedure will remain in place unless the school is notified otherwise in writing.
- Important Note - The school does not carry accident insurance for injuries that occur during the school day.
- Reporting Procedures - All accidents must be reported to the principal's office immediately. Students who become ill during the school day should also report to the principal's office.

### **Illness Guidelines**

- Parents play a key role in minimizing illness at school. If your child is not feeling well, please keep them home. Many contagious diseases begin with mild symptoms. Children may be excluded from school based on the following guidelines, which follow Minnesota Department of Health recommendations:
  - Exclude a student if any of the following apply:
    - Illness – Unable to take part in routine activities or requires care beyond what staff can provide.
    - Fever – A temperature of 100°F or higher. Students must be fever-free for 24 hours without medication before returning.
    - Vomiting/Diarrhea – Exclude until 24 hours after symptoms stop. Parents/guardians will be contacted if vomiting or two episodes of diarrhea occur at school.
    - Rash with Fever – Any undiagnosed rash accompanied by a fever.

### **Asthma Inhalers**

- Per Minnesota Statute 121A.22, Subd. 2:  
A student may carry and use a prescribed asthma inhaler if:
  - The school has received written parent/guardian permission.
  - The inhaler is labeled for the student.
  - The school nurse or healthcare provider determines that the student is knowledgeable and skilled enough to use the inhaler safely.
- A health plan will be developed and added to the student's health record.

### **Head Lice Policy**

- If a student is suspected of having head lice:
  - School staff or the Public Health Nurse will check the student's head.
  - If lice are found, parents will be contacted and the student will be sent home.
  - Other students in the class may be checked at the teacher's discretion.
  - Parents of all students in that grade will receive a notice encouraging them to check their child's hair.
- For more information: Visit the [Minnesota Department of Health's Head Lice Factsheet](#).

## Minnesota Health Care Provision

- If your child does not have health insurance, they may qualify for free or reduced-cost coverage through Minnesota Health Care Programs.
- Options include:
  - Medical Assistance – No monthly premium.
  - MinnesotaCare – Monthly premium based on income.
  - How to apply:
    - Visit: [www.dhs.state.mn.us/healthcare](http://www.dhs.state.mn.us/healthcare)
    - Call: 1-877-KIDS-NOW
    - Or contact your local county office:
      - Clay County: (218) 299-5200 or 1-800-757-3880
      - Otter Tail County: (218) 998-8230
      - Wilkin County: (218) 643-7161
  - Note: Income limits are reviewed annually. Please verify current requirements online or with your county agency.

## Academics & Instruction

### District Grading Scale

Percentage	Grade
100–94	A
93–90	A–
89–87	B+
86–84	B
83–80	B–
79–77	C+
76–74	C
73–70	C–
69–67	D+
66–64	D
63–60	D–
59 & below	F

- The Barnesville Board of Education has adopted a uniform grading policy for students in grades 3–12:

### **Late Work Policy**

- Students are expected to turn in assignments on time. Late work will result in a reduced grade based on the following schedule:
  - 1 day late – 10% deduction
  - 2 days late – Additional 10% deduction
  - 3 days late – Additional 10% deduction
  - 4 days late or more – No credit
  
- Make-Up Work Due to Absence
  - Students who miss school due to illness or other valid reasons will be given the same number of days missed to complete their assignments. *Example: A student absent for two days will have two days to complete and submit make-up work.*

### **Promotion and Retention**

- All students are expected to meet grade-level standards and demonstrate acceptable academic progress. Students who meet expectations will be promoted to the next grade at the end of the school year. If a student is not meeting expectations, retention may be considered. This decision will involve school staff and parents/guardians. The district offers a variety of academic support services to help students succeed. For more information, contact the elementary school office.

### **Reporting to Parents**

- Student progress reports are issued four times per year for students in kindergarten through grade six. Reports include academic progress as well as: health, social development, work habits, attitude, and growth in core subjects such as reading, writing, and math.

### **Field Trips**

- Field trips are an important part of the learning experience. They help students: Gain hands-on learning opportunities, Practice courtesy, safety, and good citizenship, Explore and become more engaged in the local community.
- When a class trip is planned: Parents will receive advance notification, Parents will be asked to provide written permission, and If applicable, parents may be asked to pay a trip-related fee.

### **Review of Curriculum Content & Alternative Instruction**

- Purpose - Barnesville Public Schools supports intellectual freedom and values community input. Parents, guardians, and adult students may review curriculum materials and express concerns. This process allows for respectful review and offers a

way to propose alternative instruction when appropriate—without disrupting the education of other students or bypassing required learning outcomes.

- Review Process
  - Expressing a Concern
    - Concerns must be shared with the building principal. The principal will:
      - Treat the concern with confidentiality.
      - Try to resolve it during the initial meeting.
      - Explain the district policy and relevant Minnesota laws.
      - Inform you that the student won't be required to study the material in question, but must still meet the same academic outcomes.
      - Notify the teacher and department about the concern.
  - Reviewing the Material
    - School Responsibilities:
      - You may review adopted curriculum materials (books, videos, and instructional plans) by:
        - Making an appointment with the principal.
        - Viewing materials in the principal's office or another private space.
        - Checking out materials for up to one week.
        - *Note: Spontaneous discussions, guest speakers, and current events are not considered planned curriculum and are not subject to this process.*
    - Parent/Guardian/Student Responsibilities:
      - Review the materials during scheduled times.
      - If you still have concerns, complete a "Statement of Concern Regarding Instructional Content" form that explains your objection.
- Requesting Alternative Instruction
  - School Responsibilities:
    - The school may propose an alternative assignment that meets the required academic standard. A meeting will be scheduled to review and agree on the plan using an "Alternative Instruction Contract."
  - Parent/Guardian/Student Responsibilities:
    - Respond to the school's proposed alternative. If the proposal is declined, you may offer your own alternative at no cost to the school. Your plan must still address the required learner outcomes.
- Grading and Assessment
  - School Responsibilities:
    - Staff will create an appropriate way to assess the student's learning. The student will not be penalized academically or socially for using alternative instruction.
  - Student Responsibilities:
    - Complete all required work in the alternative instruction plan. If the work meets district expectations, the student will receive credit or a grade.

## **E-Learning Day**

- In the 2017 legislative session, legislators passed a law allowing Minnesota Public Schools to hold E-Learning days on inclement weather days. This means students will receive learning activities and assignments provided by their classroom teachers that would be completed at home or wherever they go on a snow day. Students would receive instruction in each of their classes on an E-Learning day. Therefore, even

though the weather may prevent staff and students from being together in the school building, students can have a school day, and the school calendar does not have to be altered. The staff at Barnesville School believe students will have a meaningful, relevant learning day with continuity of education that is better for student achievement than a make-up day at the end of the school year.

### **Parent/Guardian Guide to Statewide Testing (Summary)**

- Why Statewide Testing Matters - Minnesota uses statewide assessments (MCAs and MTAS) to check if schools are teaching what students need to know. These tests show if instruction aligns with the state's academic standards. The results help families, educators, and policy makers make decisions that support student success.
- Why Participation Is Important:
  - Students not taking the test are marked "not proficient," which affects school and district performance scores.
  - A high school MCA score may waive the need for remedial college courses.
  - Data from these tests guide school funding, improvements, and public comparisons.
- What Is Tested?
  - MCAs are given in grades 3–8 and high school (Reading and Math) and in grades 5, 8, and high school (Science).
  - MTAS is for students with significant cognitive disabilities.
  - ACCESS/Alternate ACCESS tests are for English learners in grades K–12.
- How Are Tests Designed?
  - Tests are interactive. Students may type, drag/drop items, or use simulations.
  - Reading and Math tests adjust to a student's ability as they go.
- Limits on Local Testing
  - State law limits local district/school assessments to 10 hours per year (grades 1–6) or 11 hours (grades 7–12). This does not include statewide tests.
- If You Choose to Opt Out
  - Parents may refuse testing by completing and submitting the state opt-out form, which can be found in the Elementary Office or on the MDE website. Be aware that opting out may impact school data, funding, and your child's college placement opportunities.
- Testing Dates and Results
  - MCA/MTAS: March–May.
  - ACCESS/Alternate ACCESS: Late January–March.Results are sent to families by fall conferences. Testing typically takes less than 1% of annual instruction time.
- Learn More - Visit the [Minnesota Department of Education Testing Page](#) for full details.

## **Programs & Student Support**

### **Before and After School Program**

- Barnesville Kids Club provides a safe, supervised environment for students in Senior Preschool through sixth grade. The program helps students build skills in responsibility, resourcefulness, and reliability. For more information, visit the Barnesville School website or call the Community Education Office at 354-2638.

### **Release Time for Religious Classes**

- At the beginning of the school year, parents will receive information about religious instruction options. Parents must sign a note requesting that their child be released from school during the week to attend these classes.

### **Excuses from Physical Education or Recess**

- Students who are well enough to attend school are expected to participate in recess and physical education. A physician's note may be required to excuse a student from participation due to health reasons.

### **Section 504: Education Statement of Non-Discrimination Based on Disability**

- Barnesville Public Schools (ISD #146) is committed to providing a free and appropriate public education (FAPE) to every student with a disability. In accordance with Section 504 of the Rehabilitation Act of 1973, the district ensures that students who qualify under this law are: properly identified, thoroughly assessed, and provided with appropriate educational services and accommodations
- Definition of a Student with a Disability under Section 504
  - A student may qualify for protections and services under Section 504 if they:
    - Have a physical or mental impairment that substantially limits one or more major life activities
    - Have a record of such an impairment
    - Are regarded as having such an impairment
  - Students who qualify under Section 504 may not require special education services under the Individuals with Disabilities Education Act (IDEA) but are still entitled to accommodations. Each school site will coordinate its compliance efforts under the direction of the 504 Compliance Officer or building principal.
- Section 504 Student and Parental Rights
  - Parents and guardians of students eligible under Section 504 have the right to:
    - Ensure their child participates in school programs and activities including extracurriculars to the maximum extent appropriate and free from discrimination.
    - Receive free educational services to the same extent they are provided to students without disabilities.
    - Access information about their child's education in a language they can understand.
    - Receive notice of the identification, evaluation, or placement of their child, and to request a re-evaluation at any time.
    - Inspect and review their child's educational records and request copies for a reasonable fee.
    - Request amendments to inaccurate or misleading records.
    - File a grievance if the district refuses to amend records.
  - Section 504 Sample Accommodation Plan (Abbreviated Format)
    - A Section 504 Accommodation Plan may include the following components:
      - A description of the student concern.
      - The basis for the disability determination, including relevant documentation.
      - An explanation of how the disability affects a major life activity or student learning.

- The student's present level of performance, including academic, behavioral, emotional, social, medical/physical, or other relevant areas.
  - A list of reasonable accommodations, which may address:
    - Environmental/accessibility needs
    - Instructional strategies
    - Behavioral or social supports
    - Discipline or assessments
  - Additional plan components:
    - Names and titles of 504 Accommodation Planning Team Members
    - Designated Plan Administrator/Coordinator
    - Scheduled review or reassessment date
- If you have questions about Section 504 eligibility, rights, or accommodations, please contact your school's building principal or the district's 504 Coordinator.

### **Title IX and Non-Discrimination**

- The Title IX Coordinator for Barnesville Public Schools is Megan Hoyer.
  - Phone: 218-354-2228 ext. 311
  - Address: 302 3rd Street, Barnesville, MN 56514
- The Alternate ADA/504 Compliance Officer and Title IX Coordinator is Dr. Jon Ellerbusch, Superintendent.
  - Phone: 218-354-2217 ext. 363
  - Address: 302 3rd Street, Barnesville, MN 56514
- Equal Opportunity Statement - Barnesville Public Schools provides all vocational opportunities to students regardless of race, color, national origin, sex, or disability.
- Vocational Course Offerings
  - Courses include but are not limited to:
    - Family and Consumer Science: Basic Foods, Global Foods, Wise Choices, Human Development and Parenting.
    - Agriculture and Industrial Technology: Agriculture Mechanics, Minnesota Wildlife, Animal Science, Welding, Ag Power.
    - Business and Career Education: Vocational Job Placement, Entrepreneurship, Business Law, Marketing, Accounting I and II.
  - Course Information Access - Full course descriptions are provided in the school course offerings book, which is distributed to students each spring during scheduling. The course guide is also available on the school website under the Parents link, labeled School Course Offerings.

### **Parents' Right to Know**

- In accordance with Section 111(h)(6)(A) of the Every Student Succeeds Act (ESSA), Barnesville Public Schools is required to inform parents of all students attending Title I schools of their rights at the beginning of each school year.
- Professional Qualifications of Teachers
  - Parents have the right to request and receive timely information about the professional qualifications of their child's classroom teachers. This applies to all parents in the school, regardless of whether their child receives Title I services. Upon request, the school district will provide the following information:

- Whether the teacher has met Minnesota’s licensing requirements for the grade level and subject area they teach.
- Whether the teacher is teaching under a variance, waiver, or other provisional status.
- The college degree major, and any graduate degrees or certifications held by the teacher.
- Whether the student receives services from a paraprofessional, and if so, the paraprofessional’s qualifications.
- Additional Notifications for Title I Schools
  - All schools receiving Title I funds must also provide parents with: Information on the academic achievement level of their child on state academic assessments and timely notification if their child is assigned to, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified
- Communication Standards
  - All information provided to parents will be: In a clear and uniform format and provided in a language that parents can understand, whenever practical.

### **Mental Health Support Resources**

- Barnesville Elementary School recognizes the importance of mental health and emotional well-being. In partnership with county and regional coordinators, the following resources are available to support students and families:
  - The [Mobile Mental Health Crisis Response Team](#) offers on-site crisis support for children and families experiencing urgent mental health concerns. For immediate help, you can also call the [9-9-8- Lifeline](#), a free, confidential service available 24/7 for anyone in emotional distress or experiencing a mental health crisis.
  - For additional local support, resources, or referrals, please contact our Elementary School Social Worker, **Jamie Skrove**, at 218-354-2300, ext. 450, or email [jskrove@barnesville.k12.mn.us](mailto:jskrove@barnesville.k12.mn.us).

### **Behavior & Conduct**

#### **Student Conduct**

- At Atkinson Elementary School, students are expected to demonstrate good judgment, common sense, and respectful behavior at all times. These expectations apply both during the school day and at school-sponsored activities and events.
- Student behavior reflects not only on the individual but also on the entire Barnesville Public Schools community. Students serve as ambassadors for our school and are expected to represent it in a positive and responsible manner.

#### **General Classroom Guidelines**

- To maintain a safe, orderly, and effective learning environment, each classroom teacher may establish specific rules and expectations. These classroom guidelines are designed to support learning and respectful behavior.
- Students must follow the directions and expectations set by their teacher and other school personnel.
- Failure to follow classroom expectations may be considered insubordination and will be addressed according to the school’s disciplinary policy.

- All students are responsible for contributing to a positive school climate that supports academic success and mutual respect.

## **SCHOOL DISCIPLINE POLICY**

- Purpose - Atkinson Elementary believes discipline is about teaching, not just punishment. Our goal is to foster positive behavior, self-discipline, and responsibility. Learning thrives in a school that is safe, fair, and respectful. Students, staff, families, and the community share responsibility for creating this positive environment.
- “THE TROJAN WAY”
  - Be Respectful / Act Responsibly / You Are Valued
  - We are a PBIS (Positive Behavioral Interventions and Supports) school. PBIS supports all students with school-wide systems and individualized plans when needed. Our framework includes: Second Step Curriculum, School Social Worker small groups, Behavior Intervention Team (BIT), In-school mental health support from Lakeland Mental Health.
  - The PBIS team represents all grade levels. They meet monthly to plan, review, and communicate behavior systems and school-wide events.
  - PBIS Mission - To promote a safe, positive school where students succeed by learning and demonstrating positive behavior.
- Staff and Administrative Responsibilities:
  - School Board - Holds school personnel responsible for maintaining order. Supports staff who follow the district's discipline policy.
  - Superintendent - Sets guidelines for policy implementation. Ensures students, staff, and parents follow the policy. Establishes agency partnerships for student/family support. Submits policy changes to the school board.
  - Building Principal - Creates and enforces school rules aligned with state law and board policy. Available for emergencies or appoints a staff designee. Communicates rules with students, staff, and families. Ensures consistent application of rules. Takes prompt action for violations. Notifies parents/guardians and staff when necessary. Reports illegal behavior to authorities when required.
  - Teachers - Create a respectful, well-managed classroom. Encourage self-discipline and mutual respect. Recognize individual student needs. Develop and share a written classroom behavior plan. Enforce school and classroom rules. Use appropriate language and behavior. Maintain a safe, orderly space during class and events. Record and report discipline concerns to the principal. Seek support from school personnel when needed. Set clear behavior expectations on field trips.
  - Other School Personnel - Follow and support school discipline rules. Communicate concerns with teachers or principals. Treat all students fairly and consistently.
- Parent/Guardian Responsibilities:
  - Accept legal responsibility for their child’s behavior. Teach respect and self-discipline. Understand and support the school discipline policy. Make sure the student comes prepared to learn. Ensure regular attendance and report absences. Maintain communication with the school. Provide up-to-date contact information. Cooperate with staff to support student success.
- Student Responsibilities - Help create a safe, respectful learning space. Follow behavior expectations during all school activities and travel. Avoid disrupting learning.

Bring materials needed for class. Complete classwork on time and as directed. Follow safety rules. Use appropriate language at all times.

- Corrective Actions
  - Depending on the situation, staff may use the following:
    - Warning - First, step for minor violations. Repeated offenses may lead to parent contact.
    - Removal from Class - Student may be removed for up to one hour.
    - Student Removal from School Day - If a student shows defiant behavior after removal from class, parents may be asked to take them home.
    - Parent Conference - A meeting may be requested to address repeated or serious behavior.
    - After-School Detention - Teachers may assign detention with 24-hour notice. Parents are responsible for transportation. Age and grade are considered when assigning length. Missed detention may result in further action.
    - Threats of Violence - Any threat involving harm, shootings, or violence will result in disciplinary action.
      - First offense: Administrative discretion based on severity
      - Second offense: 1 to 10-day suspension depending on severity
    - In-School or Out-of-School Suspension - Length is determined by the principal. Students will be expected to complete classwork. Parents will be notified.
    - Expulsion - School board action that removes a student from school for up to the rest of the school year.
    - Reasonable Force - Staff may use reasonable force to protect students or staff from harm. Corporal punishment is prohibited.
    - Corporal Punishment - Not allowed. Physical punishment is not used as discipline.
  - School Wide Discipline Plan Guidelines
    - Each fall, students review their grade-level discipline plan with staff. Students receive a copy to take home for parent/guardian reference.

### **Student Dress Code**

- Barnesville Public Schools encourages students to dress in a way that reflects good judgment, self-respect, and a style that is appropriate for school. While there is no formal uniform policy, personal appearance should support a safe, healthy, and orderly learning environment.
- The responsibility for appropriate dress lies with the student and their parents or guardians. School staff may intervene if attire disrupts the educational process or violates reasonable standards.
- General Expectations
  - Students are expected to follow these dress standards during the school day and at school-sponsored events:
    - Prohibited Content - Clothing that promotes drugs, alcohol, or tobacco, or displays obscene, suggestive, or indecent language or graphics is not allowed.
    - Length and Coverage - Short shorts, short skirts, and skimpy tops that expose the midriff are not permitted. Skirts and shorts must meet the fingertip rule: fabric must extend beyond fingertips when arms are fully

extended at the sides. Sleeveless tops must have thick straps; thin spaghetti straps are not allowed.

- Footwear - Tennis shoes are required for physical education class. Shoes or boots that may damage school property are not allowed.
  - Fit and Function - Belts must be the appropriate length and secured through belt loops. Pants must be worn at the waist and fit appropriately. Clothing should not restrict movement or interfere with classroom activities.
  - Headwear and Accessories - Hats, caps, bandanas, hoods, and other headgear must be removed upon entering the building and kept off during school hours. Gloves or any hand coverings that could be used to conceal objects are not allowed during the school day.
  - Disruptive or Unsafe Attire - Clothing or accessories that cause a disruption to the learning environment or pose a safety concern are not permitted.
- Enforcement
    - Students wearing inappropriate clothing will be required to:
      - Change, remove, or cover the item in question.
      - Refrain from wearing the item again at school.
      - Failure to comply may result in disciplinary action as outlined in the school's behavior policy.

### **Use of Cell Phones, Watches, and Other Electronic Devices**

- To maintain a safe and focused learning environment, Barnesville Public Schools limits the use of personal electronic devices during the school day.
- Prohibited Devices
  - Students may not use or display the following devices during class or instructional time: Cell phones, Smart watches, MP3 players, iPads, iPods, tablets, PDAs or other personal electronic devices, Laptops (unless provided or authorized by the school).
  - These devices are not allowed for gaming or personal use during the school day.
- General Guidelines
  - All personal devices must be turned off and stored in lockers during school hours. Devices must remain out of sight and silent in classrooms, hallways, and other learning areas. The use of cell phones or electronic devices in bathrooms or locker rooms is strictly prohibited at all times, including before and after school.
- Disciplinary Procedures
  - Violations of the device policy will result in the following consequences:
    - First Offense - The device will be confiscated and returned to the student at the end of the school day.
    - Second Offense - A parent or guardian must come to the office to retrieve the device.
    - Additional Offenses - May result in further disciplinary action, including detention or suspension, as determined by administration.
    - Search of Devices - If there is reasonable cause, school administration may search any confiscated device.
- Prohibited Use for Recording or Sharing

- o Students are strictly prohibited from using any device (cell phone, watch, iPad, etc.) to:
  - Record or photograph teachers, staff, or other students
  - Post or share any recordings publicly, especially with the intent to embarrass, ridicule, or harm others.
- o Violation of this rule will result in immediate suspension, in accordance with MASSP (Minnesota Association of Secondary School Principals) recommendations.
- For questions about this policy, please contact the school office.

### **Bullying Prevention and Response Policy (Policy 514)**

- Purpose - Barnesville Public Schools is committed to maintaining a safe, respectful, and supportive learning environment. Bullying and other forms of harmful conduct interfere with students' ability to learn and will not be tolerated. This policy outlines expectations, definitions, reporting procedures, and disciplinary measures related to bullying and cyberbullying.
- Policy Statement - Bullying is prohibited:
  - o On school property or school buses, At school functions, activities, or field trips, Off-campus if it significantly disrupts the learning environment, Online or through electronic devices (cyberbullying).
  - o This policy applies to all students and to any behavior that interferes with another student's ability to learn or feel safe at school.
- What Is Bullying?
  - o Bullying includes intimidating, threatening, abusive, or harmful behavior that is objectively offensive and:
    - Involves a real or perceived imbalance of power
    - Occurs repeatedly or shows a pattern
    - Substantially interferes with a student's ability to learn or participate in school activities
  - o Cyberbullying is bullying done through digital means—texts, social media, or other online platforms.
- Prohibited Conduct Includes:
  - o Verbal, written, physical, or electronic actions that cause emotional or physical harm.
  - o Bullying based on race, gender, disability, religion, sexual orientation, or other protected status.
  - o Retaliation against students or staff who report bullying.
  - o False reports or accusations of bullying.
- Reporting Bullying
  - o Reports can be made to any teacher, staff member, or directly to the principal or school office. Reports may be oral or written, and anonymous reports are accepted. The school will investigate within three days and take appropriate action. All reports will be kept private in accordance with data privacy laws.
- Response and Consequences
  - o If bullying is confirmed, the school will take immediate and appropriate action.
  - o Consequences may include: Warnings or behavior interventions, Loss of privileges, Suspension or expulsion, Referral to social services or law enforcement (if applicable).

- o School staff may also implement remedial supports for those involved, including counseling or conflict resolution.
- Staff Responsibilities
  - o All staff, contractors, and volunteers must:
    - Report any observed or suspected bullying immediately; Participate in district-provided training on bullying prevention and response, Support students in reporting concerns and ensure a safe school environment.
- Student and Family Support
  - o Parents will be notified if their child is involved in a bullying incident. Supports and resources will be offered to both victims and those found to have engaged in bullying. For students with IEPs or 504 Plans, accommodations may be included to help prevent or respond to bullying.
- Education and Prevention
  - o Barnesville Public Schools will provide age-appropriate education for students on how to prevent, identify, and report bullying, ongoing staff training on prevention and intervention, Programs that promote respect, inclusion, and positive behavior.
- Annual Notice and Policy Access
  - o This policy is: Shared with all students, staff, and families at the start of each school year, Posted in school offices and included in the Student Handbook, Available in both print and electronic formats on the district website, Reviewed and updated regularly in accordance with Minnesota law.
- If you have questions or need to report bullying, please contact the school principal or the district office.

### **Sexual Harassment and Sexual Violence Policy**

- Barnesville Public Schools is committed to providing a safe and respectful environment for all students and staff. Sexual harassment and sexual violence are strictly prohibited.
- What Is Sexual Harassment?
  - o Sexual harassment includes: Unwelcome sexual comments or jokes, Pressuring someone for sexual activity, Touching someone inappropriately, Showing sexually suggestive images or messages, Behavior that makes someone feel unsafe, uncomfortable, or interferes with their ability to learn.
- What Is Sexual Violence?
  - o Sexual violence is any unwanted sexual contact or act done through force or intimidation. It is a serious offense and will result in strong disciplinary action.
- Reporting Sexual Harassment or Violence
  - o If a student, staff member, or visitor experiences or witnesses sexual harassment or violence:
    - Report it immediately to a trusted adult at school such as a teacher, principal, counselor, or the district's Title IX coordinator.
    - Reports may be made in writing or verbally.
    - The district will keep all reports as confidential as possible and will take the situation seriously.
- District Action
  - o The district will investigate all reports and take prompt action to protect those involved. If the complaint is confirmed, the school will take appropriate steps to stop the behavior, support the victim, and discipline the offender (which may include suspension or expulsion). Retaliation against anyone who reports

harassment or cooperates in an investigation is not allowed and will result in disciplinary action.

- Staff and Student Awareness
  - All staff are trained on this policy every year. Students and families will be informed of this policy each year. The district will provide education on respectful behavior and harassment prevention to students at every grade level.
- If you have questions or concerns, or need help reporting a situation, contact your school principal or the Title IX coordinator.

### **Drug-Free School Policy**

- Barnesville Public Schools strictly follow Minnesota state law regarding illegal drugs. Drugs include any illegal substance identified by law. Using, possessing, or selling drugs on school property or at school events is not allowed. If a student breaks this rule, they may:
  - Be suspended from school immediately
  - Be reported to law enforcement
  - Be recommended for expulsion
- Our goal is to provide a safe, healthy learning environment for all students.

### **Weapon-Free School Policy**

- To keep our school safe, no one may bring weapons to school or school events. Weapons include firearms, knives, or anything meant to harm others. Students who bring weapons to school may:
  - Be suspended
  - Have their parents notified
  - Be referred to the school board for expulsion
  - Be reported to law enforcement
- Staff and visitors must also follow this rule. There are a few exceptions, like:
  - Firearm safety courses (with permission)
  - Ceremonial color guards
- Everyone deserves a safe place to learn and work. Barnesville Public Schools take this responsibility seriously.

### **Student Grievance Procedure**

- Barnesville Public Schools, District #146, follows federal and state civil rights laws, including Title VII, Title IX, Section 504, and the Americans with Disabilities Act. These laws protect all students and staff from discrimination based on race, color, age, religion, sex, disability, or national origin. The School Board assigns the Superintendent as the district's Equal Opportunity Officer to oversee compliance and ensure a fair and unbiased process.
- A grievance is a formal complaint filed by a student or a parent on the student's behalf concerning discrimination under these laws. This process does not apply to other school issues already covered by state laws or policies. Whenever possible, students should first discuss concerns directly with the appropriate staff member—teacher, counselor, or principal—before using the formal grievance procedure.
- The grievance process exists to resolve complaints fairly and promptly. All matters are handled confidentially. Timelines exist to ensure timely action, but can be extended if both the complainant and district agree.
  - Level One: The student brings the concern to the building principal. The Equal Opportunity Officer must be notified. If the issue is not resolved, the student

- may submit a written complaint with supporting evidence to the principal. The district will respond with a written decision within five school days.
- o Level Two: If unsatisfied, the student can submit the complaint to the Superintendent within ten school days. The Superintendent will review the case and issue a written decision within ten days.
  - o Level Three: If still unresolved, the student may appeal in writing to the School Board within ten days of receiving the Superintendent's decision. The complaint will be added to the next board meeting agenda, and a final decision will be made within thirty calendar days.
- A student may withdraw a complaint at any time without penalty. At each level, the student has the right to be heard and present information. Written decisions will be provided at each level except for Level One if the issue is resolved informally.
  - No retaliation will be taken against anyone involved in the grievance process. All records from this process, except those shared with the School Board, will be destroyed unless the student requests in writing to include the grievance in their school record.

## **Communication & Parent Involvement**

### **Parent-Teacher Conferences**

- Conferences are scheduled in the **fall** and **spring (optional)** for all students. These meetings offer an opportunity to review student growth and collaborate on support strategies. Parents may request additional conferences at any time.

### **Parent Teacher Association (PTO)**

- Parents and guardians are encouraged to become actively involved in the Parent Teacher Organization (PTO) at their child's school. The PTO offers opportunities for families and school staff to work together to support school improvement and student success. Meetings are held regularly throughout the school year. For the current meeting schedule, contact the school office.

### **Classroom Interruptions**

- To protect valuable instructional time, classroom interruptions are limited. Students will not be interrupted for phone calls or messages unless there is an emergency. To contact your child during school hours, call 218-354-2300 ext. 405. The office will relay the message. If you need to speak with a teacher, please be prepared to leave a message. Teachers are not available during class and will return calls during their preparation time.

### **School Visitors**

- All visitors must report to Door #1 (south end of the building) when arriving during school hours.

### **Children Visiting School**

- Students may have a visitor at school for up to a half day. Visitors must be approximately the same age as the student they are visiting. The elementary principal must be contacted at least one day in advance for approval.

### **Animals in School**

- Animals are not allowed on school grounds. This policy is in place due to the unpredictable behavior of animals in unfamiliar settings.

### **Birthday Parties**

- To maintain a respectful and inclusive school environment: Birthday party invitations may not be distributed at school. This policy helps avoid hurt feelings among students who may not be invited. If birthday party guests plan to ride the school bus, prior approval must be obtained from the bus company due to limited seating capacity.

### **Distribution of Non-School Sponsored Materials**

- Students and employees may distribute non-school sponsored materials on school premises under the following conditions: the principal must approve Distribution in advance.
- Materials must not be obscene or indecent, Libelous or defamatory, Violent or disruptive to the school environment, Violations of this policy may result in disciplinary action.
- The district may establish additional guidelines, with school board approval, to ensure that distribution respects free speech rights while supporting the district's educational mission.

### **Student Pictures and Videos**

- During the school year, staff may take photos or videos of students for the following purposes: classroom or hallway displays, documenting student activities or accomplishments, or use in local or regional newspapers (may be taken by newspaper staff)
- Photos and videos may appear in Barnesville Public Schools publications, including: School Website, Facebook, YouTube, or the Local newspapers
- ***If you do not want your child's photo or video to be used, you must call the Elementary Office to opt out.***

## **Policies & Legal Notices**

### **Staff Notification of Violent Behavior by Students**

- Policy #529 outlines when and how school staff are informed about students with a history of violent behavior. The purpose of this policy is to ensure staff have the information they need to: Serve the student effectively and Maintain a safe environment for all students and staff.
- A copy of Policy #529 is available in the District Office.

### **Student Surveys**

- Occasionally, the school district utilizes surveys to obtain student opinions and information. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, contact the elementary school office.

### **Family Educational Rights and Privacy Act (FERPA)**

- 20 U.S.C. § 1232g | Regulations: 34 CFR Part 99
- FERPA is a federal law that protects the privacy of student education records. It applies to all schools that receive funds from the U.S. Department of Education. Under FERPA, parents and eligible students (students age 18 or older or those enrolled in

postsecondary institutions) have specific rights regarding access to and control over education records.

- Parent and Student Rights Under FERPA
  - Barnesville Public Schools, as a local education agency (LEA), must not have a policy or practice that denies the following rights:
    - The right to inspect and review the student’s education records (34 CFR § 99.10).
    - The right to request an amendment to the student’s education records if the information is inaccurate or misleading (34 CFR § 99.20 and § 99.22).
    - The right to consent to disclosures of personally identifiable information (PII) from education records, except in cases where FERPA permits disclosure without consent (34 CFR § 99.30 and § 99.31).
- These rights transfer from parents to students once the student turns 18 or enters a postsecondary institution—at which point the student becomes an “eligible student.”
- Annual Notification Requirements
  - FERPA requires that LEAs notify parents and eligible students annually of their rights. The notification must include:
    - How to inspect and review education records
    - How to request an amendment of education records
    - The criteria for identifying school officials with legitimate educational interests when disclosing PII without consent.
    - The right to file a complaint with the U.S. Department of Education’s Family Policy Compliance Office.
- For more information about FERPA, or to request access to your child’s records, please contact the school office.

### **Data Privacy – Pupil Records**

- Barnesville Public Schools is committed to protecting the confidentiality of all personally identifiable information related to students. This applies during the collection, storage, disclosure, and destruction of records.
- Parental and Student Rights
  - Parents, guardians, and eligible students (age 18 or older) have the right to:
    - Inspect and review the student’s education records without unnecessary delay.
    - Request a list of the types and locations of student records maintained by the district.
    - Challenge the content of a student’s record if it is believed to be incorrect, inaccurate, or misleading.
  - To request a correction or removal of information, submit a written request to the building principal. The district will review the request and respond within a reasonable time. If the request is denied, the district will notify you and inform you of your right to a formal hearing.
- Limitations on Access
  - A parent’s right to access records may only be denied if a divorce decree, separation agreement, or court order specifically revokes that right.
- Record Transfers
  - Sixth grade records will be automatically transferred to the junior high school at the end of the school year.

- o If your student is transferring to another school district, notify the school office as soon as possible. Records will be sent once a formal records request is received from the new school.
- Copying Records
  - o The district may charge a reasonable fee for copies of records. No fee will be charged for simply locating or reviewing the records. The fee may not be so high as to prevent access to the records.
- Directory Information
  - o Certain student information, known as directory information, may be released to authorized agencies unless a parent or guardian opts out in writing. Directory information may include: Name, Address, Phone number, Date and place of birth, Dates of attendance, Most recent school attended, Other similar information.
- To opt out of directory information release, contact the school office to register your objection.

### **Notice of Disability / Non-Discrimination Policy**

- Purpose
  - o Barnesville Public Schools is committed to providing a fair and inclusive employment environment. This policy ensures compliance with all applicable state and federal laws regarding non-discrimination and equal opportunity for individuals with disabilities.
- Non-Discrimination Statement
  - o Barnesville Public Schools will not discriminate against any qualified individual with a disability in matters of: Job application, Hiring and advancement, Discharge or termination, Compensation, Training, Other terms, conditions, and privileges of employment.
- The district further affirms the following:
  - o We will not enter into contracts or agreements that lead to discrimination against qualified applicants or employees with disabilities.
  - o We will not exclude or deny equal job opportunities or benefits due to a known disability.
  - o We will provide reasonable accommodations for known physical or mental limitations of otherwise qualified individuals with disabilities—whether applicants or employees—unless such accommodations would cause undue hardship to school operations.
- Requesting Accommodations or Reporting Concerns
  - o Any applicant or employee who wishes to: Request a reasonable accommodation, Discuss the application of this policy, and Report concerns related to disability discrimination.
  - o Should contact one of the following individuals:
    - Title IX Coordinator: Megan Hoyer, 504 Coordinator: Bryan Strand, Human Rights Contact: Dr. Jon Ellerbusch
    - Contact Information:
      - Barnesville Public Schools  
302 3rd Street SE, PO Box 189  
Barnesville, MN 56514  
Phone: 218-354-2217 or 218-354-2228
  - o Legal References
    - Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.)

- Americans with Disabilities Act (42 U.S.C. § 12112)
- MSBA/MASA Policy 521 – Student Disability Non-Discrimination

### **Citizen Complaint Procedure**

- Barnesville Public Schools encourages open and respectful communication between citizens and school staff. This procedure outlines how concerns can be shared and resolved in a fair and timely way.
  - Start with the Staff Member  
If you have a concern, first speak directly with the school employee involved. Most issues can be resolved at this level through open conversation.
  - Speak with a Supervisor  
If the concern remains unresolved, the employee will inform you that you may speak with their supervisor. Either you or the employee may contact the supervisor for help. The supervisor will document the discussion.
  - Submit a Written Complaint  
If the issue still is not resolved, you may submit a written complaint to the supervisor. The supervisor will review the matter, respond in writing to both parties, and take any needed action. This step will be recorded in their log.
  - Appeal to the Superintendent  
If you or the employee disagree with the supervisor’s decision, you may appeal to the Superintendent. The Superintendent may support the original decision or suggest a new solution. This action will be noted in the district records.
  - Appeal to the School Board  
If either party is still not satisfied, the final appeal can be made to the Barnesville School Board. The Board’s decision is final.
  - Employee Discipline  
If the situation involves possible staff discipline, the district will follow its Employee Discipline Policy.
- This process ensures that all concerns are addressed fairly and that both employees and citizens are treated with respect.

### **Notice of Minnesota Student Survey and Protection Rights Amendment**

- The Minnesota Student Survey (MSS) is conducted by the Minnesota Department of Education, in partnership with the Departments of Health, Public Safety, and Human Services. The survey is administered every three years to students in grades 6, 9, and 12 across the state.
- Purpose of the Survey
  - The MSS collects data on youth behavior in areas such as: Personal health and well-being, School safety, Alcohol, tobacco, and drug use, Violence and harassment in school settings
  - The results help schools and state agencies understand student needs and improve programs and services.
- Parental Notification and Rights
  - In accordance with the Protection of Pupil Rights Amendment (PPRA): Parents and guardians will receive advance notice when the MSS is scheduled in the district., Parents have the right to review the survey before it is administered., Parents may opt their child out of participating in the survey by notifying the school.
  - For more information or to request a copy of the survey, contact the Elementary School Office.

## **Employee Discipline Policy**

- Barnesville Public Schools follows a clear and fair process to address employee conduct and ensure professional standards are upheld. Discipline is based on a progressive approach and complies with all state laws and district policies. When concerns arise, a supervisor first discusses them informally with the employee and offers ways to correct the issue. If the concern continues, the supervisor may issue a formal verbal warning, followed by a written reprimand if needed. Each step is documented in the supervisor's records. In cases involving teachers, they have the right to request a union representative during any disciplinary meeting. If requested, no action will be taken until a representative is present, provided one is available within 48 hours. If the issue remains unresolved after these steps, the district may proceed with termination in accordance with Minnesota state law. Supervisors may skip steps based on the seriousness of the issue.

## **Pesticide Notification**

- In accordance with Minnesota State law (Chapter 389, H.F. #3800), schools must inform parents and guardians when certain pesticides are applied on school property.
- Key points include:
  - The district maintains an estimated schedule of pesticide applications. This schedule is available for review or copying at each school site.
  - Parents/guardians must be informed that the long-term health effects of these pesticides on children may not be fully understood.
  - If you wish to receive prior notice of pesticide applications on days not listed in the estimated schedule, contact the District Office or Buildings and Grounds Supervisor Jamin Krause at (218) 354-2217.
  - District #146 works to apply pesticides:
    - During the summer, or at the end of a school day, when school is not in session the following day.
  - All applications follow label directions and safety protocols.

## **Asbestos Management Notice**

- Federal law (Asbestos Hazard Emergency Response Act – AHERA) requires schools to inspect for asbestos-containing materials and develop a management plan. Barnesville Public Schools is in full compliance and committed to providing a healthy environment for students and staff.
- Actions taken:
  - Certified inspectors have inspected all district buildings.
  - A state-approved asbestos management plan is in place.
  - Every six months, each asbestos-containing area undergoes a walk-through inspection.
  - Every three years, a full re-inspection is conducted.
- The full management plan is available for review. To schedule an appointment, contact Jamin Krause at (218) 354-2217.

## **Indoor Air Quality (IAQ) Notification**

- Barnesville Public Schools actively monitors and works to improve indoor air quality (IAQ) in all school facilities.
- Program Highlights:

- o Our IAQ Plan follows guidelines from the Minnesota Department of Education and the EPA's Tools for Schools program.
- o Annual building walk-throughs are conducted by IAQ Coordinator Jamin Krause.
- o Areas reviewed include ventilation, cleanliness, water intrusion, and overall facility conditions.
- Parents may direct questions to Jamin Krause at (218) 354-2217.
- ISD #146 is committed to maintaining a healthy and productive environment for all students and staff.

## INSTRUCTIONAL MATERIALS

The following is a list of supplies that each grade recommends for the start of the school year.  
A supply list is available at the Fargo / Moorhead Walmart and Target Stores.

**Art** - Sketchbook 100 pages (Grades 1-6 only - Max size 9" x 12" ) , Box of #2 pencils, Clorox Wipes, Box of Kleenex, 2 black sharpies

**Music** – Kleenex (1)

**PE** - Non-marking tennis shoes.

**Kindergarten** – Labeled with Name: Bath or beach towel (no rugs or foam mats please), Backpack, (2) 2-pocket Vinyl folders, Headphones (no earbuds) Unlabeled: (1) package of black dry erase markers, (2) Boxes of 24 count Crayola Crayons, (2) 10 count Crayola Classic Color Markers, (1) set of watercolor paints, (1) large pack Elmer's Glue sticks, (1) box of #2 yellow pencils, (3) small Elmer's Glue Bottles, (2) boxes of Kleenex, (1) box of colored pencils, (1) 1½" Binder, (1) Box Ziploc Bags – Quart or Gallon, Clorox Wipes

**First Grade** – (2) Crayola Crayons (24) count pack only, (2) 2-pocket folders, (2) Crayola Washable Markers (classic colors), (1) Elmer's white glue bottle, (12) Elmer's glue sticks, (24) Ticonderoga #2 yellow pencils, (1) spiral notebooks, scissors, (2) boxes of Kleenex, Sterilite pencil box, 8-color watercolor paint set, (4) Black Expo Markers, (1) package of colored pencils, (2) highlighters, (1) pair of headphones, (1) Clorox wipes, (1) 1 1/2 inch binder

**Second Grade** – (36) #2 Pencils – no decorative pencils please, (2) highlighters, (3) large erasers, scissors, 5 x 8 plastic pencil/crayon box (no pouches please), (2) boxes) 24 count Crayola Crayons, 1 box BROAD tip Crayola classic colored markers, 1 box FINE tip Crayola classic colored markers, (1 box) colored pencils, (1) 24 watercolor Crayola or Prang paint set, (3) glue sticks, (2) wide spaced spiral notebooks, (2) 2-pocket folders, (1) glue bottle, (2) disinfecting wipes, (2) boxes) facial tissues, (2) individual Expo markers( any color), headphones. Items do not need to be labeled

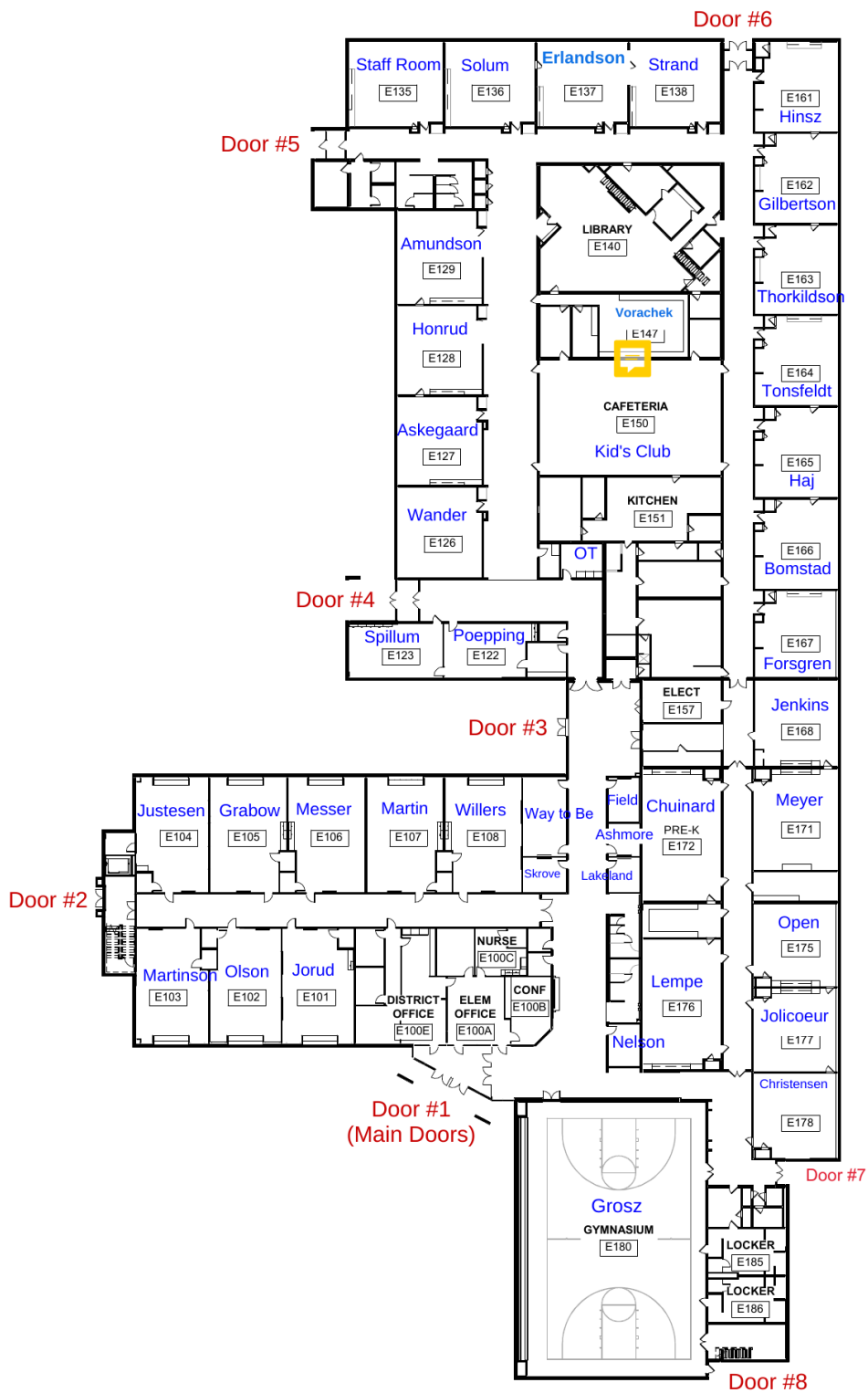
**Third Grade** - 24 Crayola crayons, (1) box of 10 Crayola classic markers, (1) 12 pack colored pencils, 5x8 pencil box, watercolor paints, (2) boxes Kleenex, (4) glue sticks, (24) #2 Pencils– regular or mechanical, pencil top erasers, highlighter, 2 pack of black Expo markers, headphones, (1) wide-lined notebook, scissors, (2) 2-pocket folders, (2) Clorox/Lysol disinfecting wipes, (2) black sharpies, Elmer's glue bottle

**Fourth Grade** – headphones for iPads, 12" ruler, crayons, scissors, (3) wide-lined spiral notebooks, (4) glue sticks, (5) 2-pocket folders, wide tip markers, (24) #2 pencils, colored pencils, watercolor paints, Clorox/Lysol disinfecting wipes, (2) Boxes of Kleenex

**Fifth Grade** – crayons, scissors, (3) wide-lined spiral notebooks, (2) 2-pocket folders, (1) one inch binder, (1) highlighter, glue sticks, markers, (2) Black Sharpies, pens, pencils, colored pencils, (2) Kleenex, (2) Clorox/Lysol disinfecting wipes, earbuds or headphones, pencil box or pouch

**Sixth Grade** - crayons, colored pencils, markers, pencils, pens, scissors, (1) highlighter, (2) black Sharpie markers, (1) black Sharpie pen, glue sticks, white glue, (6-8) Expo Markers, (4) notebooks, (3) 2 pocket folders, (1) Kleenex, earbuds or headphones, (2) Clorox/Lysol disinfecting wipes, pencil box or pouch

**ALL BACKPACKS/BAGS MUST BE SMALL ENOUGH TO FIT IN A LOCKER.**



BARNESVILLE ELEMENTARY SCHOOL - EMERGENCY PLAN - FIRST FLOOR